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ABSTRACT

This handbook provides information on the regulations governing teacher education and certification in the State of Oklahoma. The following areas are covered: (1) teacher education; (2) general regulations; (3) standards for approved teacher education programs; (3) early childhood education certificate program--specific requirements; (4) elementary school certificate program--specific requirements; (5) elementary-secondary school certificate programs--specific requirements; (6) secondary school certificate programs--specific requirements; (7) school service personnel certificate programs--specific requirements; (8) specialized services certificate programs; (9) vocational-technical certificate programs; (10) endorsements; (11) certificate and conversion endorsements; (12) special endorsements; (13) teacher certification. Eight appendices contain specific information for policymakers and adminstrators, e.g., states holding reciprocity contracts with Oklahoma and an alternative certification plan. (JD)

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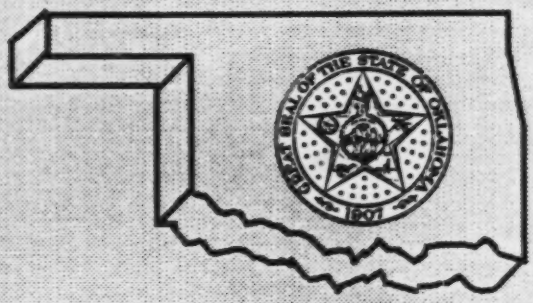

Oklahoma State Department of Education

Gerald E. Hoeltzel

State Superintendent of Public Instruction

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TEACHER EDUCATION AND CERTIFICATION HANDBOOK

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Amended
1989

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TEACHER EDUCATION AND CERTIFICATION HANDBOOK

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TEACHER EDUCATION

Regional and National Accreditation

There are twenty-one colleges and universities in Oklahoma which are approved by the State Board of Education to offer teacher education programs. Regional accreditation has been granted to all of these institutions of higher education through membership in the North Central Association of Colleges and Universities. All but six of these institutions are accredited by the National Council for Accreditation of Teacher Education.

List of Accredited Colleges and Universities

The following institutions are approved by the Oklahoma State Regents for Higher Education and the North Central Association of Colleges and Universities and are approved by the Oklahoma State Board of Education to offer teacher education programs. Those institutions accredited by the National Council for the Accreditation of Teacher Education are indicated by an asterisk.

Bartlesville Wesleyan College (Bartlesville)
Cameron University (Lawton)
Central State University (Edmond) *
East Central University (Ada) *
Langston University (Langston) *
Mid-America Bible College
Northeastern State University (Tahlequah) *
Northwestern Oklahoma State University (Alva) *
Oklahoma Baptist University (Shawnee) *
Oklahoma Christian College (Oklahoma City) *
Oklahoma City University (Oklahoma City)
Oklahoma Panhandle State University (Goodwell)*
Oklahoma State University (Stillwater) *
Oral Roberts University (Tulsa)
Phillips University (Enid)
Southeastern Oklahoma State University (Durant) *
Southern Nazarene University (Bethany) *
Southwestern Oklahoma State University (Weatherford) *
University of Oklahoma (Norman) *
University of Science and Arts of Oklahoma (Chickasha) *
University of Tulsa (Tulsa) *

State Approved Programs

The approved program approach to teacher education and certification has been in effect in Oklahoma since 1953 when the State Board of Education adopted standards and guidelines for implementing the program. From 1947 to 1969 the Oklahoma Teacher Education and Professional Standards Commission served in an advisory capacity to the State Board of Education in providing leadership for the improvement of teacher education and standards for the certification of teachers. Since 1969 the Professional Standards Board representing all levels of the profession has served in an advisory capacity to the State Board of Education.

The Teacher Education and Certification programs are evaluated every five years in order to maintain accreditation by the State Board of Education. The Teacher Education and Certification Section of the State Department of Education organizes evaluation teams representing all aspects of the profession to make on-site visits to teacher education institutions. Teacher certificate programs are approved or disapproved on an individual basis.

The issuance of certificates authorizing the holder to teach in the accredited schools of the state is based upon the completion of an approved teacher certificate program of the kind and type of certificate sought. One expecting to be certified as a teacher should attend a college or university having an approved program for the certificate towards which he is working.

The State Board of Education will approve teacher certificate programs that meet or exceed state minimum standards. An institution may be approved by the State Board of Education to offer certificate programs which differ from that institution's degree programs. Therefore, students will be recommended to the State Department of Education to receive teacher certificates based on their completion of approved certificate programs.

Institutions of higher education electing to offer a certificate program in a specific subject area shall offer the certificate program at all possible levels in that subject area, i.e. Standard, Provisional Level II, Provisional Level I, and Endorsements. The only exception to this requirement is that institutions may offer the Provisional Level II Certificate in the areas of School Superintendent, Secondary Principal, Elementary Principal, Speech-Language Pathology, and Library-Media Specialist without offering these programs at the standard certificate level.

Institutions which offer conversion and special endorsement programs shall not require more semester hours than are indicated for each endorsement in the Teacher Education and Certification Handbook. That is, conversion endorsements shall be maintained at twenty-four (24) semester hours; and special endorsements shall be maintained at twenty-four (24) semester hours (Aeronautics, Art, Bilingual/Multicultural Education, Curriculum Supervisor, English as a Second Language, Foreign Language, Gifted and Talented, Health, Music, Physical Education/Health, Psychology), eighteen (18) semester hours (Computer Science, Driver and Safety Education, Elementary Keyboarding, Middle/Junior High School, Vocational Agriculture, Vocational Home Economics, ROTC), and twelve (12) semester hours (Athletic Coaching, Vocational Business and Office).

Teacher Education Services

Oklahoma institutions of higher education which are engaged in the preparation of teachers are expected to provide teacher certification services for their students. These services shall include: (1) notifying students of their responsibility to take the state teacher certification test(s) and approving students' applications to take the test(s), (2) processing and evaluating applications for certification, (3) furnishing official, up-to-date transcripts to complete applications for certification, (4) providing assurance that students have satisfactorily completed all academic requirements for certificates being sought, (5) providing assurance that students have met all eligibility requirements for certification, and (6) transmitting completed applications, including payment of fees, to the office of the Director of Teacher Education and Certification in the State Department of Education along with recommendations for certification.

College Credit

Only work completed in state and regionally accredited colleges and universities, or transfer credit validated by them, will be accepted as a basis for teacher certificates. In order for the applicant to be eligible for certification, the grade point average of the applicant on all work

submitted in qualifying for teacher certification shall be equal to or greater than that required for admission to the teacher education program at the recommending institution.

Students transferring credit from out-of-state colleges or from Oklahoma colleges not having an approved program for a specific certificate area to an Oklahoma college or university having an approved program in that certificate area shall have their work evaluated by the receiving institution. Transferring students shall expect to satisfy all requirements imposed by the approved program of the receiving institution in qualifying for a standard certificate. A minimum of eight (8) semester hours of upper division credit in the area of Specialization shall be completed in an institution having an approved program in the particular Specialization area.

The amount of college credit earned during one year, including correspondence and extension work, which can be used to meet certification requirements, will be controlled by the rules and regulations of the college or university. However, not more than one-fourth of the work completed to satisfy requirements in any area of preparation (General Education, Professional Education, Specialization) nor more than one-fourth of the total academic work completed may be taken by correspondence and/or extension study.

Junior College Credit

Sixty-four (64) semester hours earned in an accredited junior college may be counted toward the General Education and Specialization requirements of an approved certificate program. Coursework beyond sixty-four (64) semester hours in the General Education and Specialization taken in an accredited junior college may count toward certification provided (1) it is lower division work and (2) it is applicable in meeting the approved certification program of the recommending institution. However, no early childhood or elementary methods courses such as methods of teaching arithmetic, fine arts, health and physical education, reading, language arts, science or social studies are acceptable.

Amended SBE 2/3/89

Graduates of NCATE Colleges or Universities

An out-of-state applicant who has completed an approved program at an NCATE accredited college or university, which was NCATE approved at the time of graduation or completion of a program, will be granted an Oklahoma license*, or the appropriate class of certificate and/or endorsement provided that the following requirements are met:

1) The applicant holds a valid out-of-state certificate with credentials in the areas sought.

2) The applicant has satisfactorily completed a course of two or more semester hours in the Education of the Exceptional Child. (Oklahoma Statutory Requirement)

3) The applicant has met the Oklahoma teacher certification test requirements (Oklahoma Statutory Requirement)

4) The applicant for an Early Childhood, Elementary, Secondary, including Vocational, when applicable, and/or Elementary-Secondary license, certificate and/or endorsement has completed a bachelors degree or masters degree if required with a minimum of:

* An individual issued a license will be subject to the Entry-Year Assistance Program.

a. Twenty-four (24) semester hours of coursework in the specialization which includes six (6) semester hours of upper division credit and the requirements as specified for the subject area endorsement.

b. Twenty-four (24) semester hours in the area sought when no conversion or special endorsement exist (i.e. Early Childhood, Elementary, Special Education).

5) The applicant for a school service personnel certificate who has completed the required degree and, when applicable, the required number of post masters semester hours may have specific course work waived, but in no case will the total number of hours be reduced.

6) The applicant meets Oklahoma recency requirement and any experience or backup certificate requirements.

GENERAL REGULATIONS
TEACHING CERTIFICATES

The following excerpt from the Oklahoma Statutes gives authority to, and places full responsibility upon, the State Board of Education in matters related to the preparation and certification of teachers and school personnel:

> "The State Board of Education shall have full and exclusive authority in all matters pertaining to standards of qualification and the certification of persons for instructional, supervisory, and administrative positions and services in the public schools of the state, and shall formulate rules and regulations governing the issuance and revocation of certificates for county superintendents of schools, district superintendents of schools, principals, supervisors, librarians, school nurses, visiting teachers, classroom teachers, and for other personnel performing instructional, administrative, and supervisory services."

Kinds of Certificates

A. Early Childhood Certificate (Grades PK-3)

B. Elementary School Certificate (Grades K-8)

C. Elementary-Secondary School Certificate (Grades K-12)

D. Secondary School Certificate (Grades 7-12)

E. School Service Personnel Certificate

F. Specialized Services Certificate

G. Vocational-Technical Certificate

Types of Certificates

The endorsement on the face of the license/certificate, according to the approved certificate program completed, indicates the type of license/certificate which has been issued.

Classes of Certificates

The class of the certificate determines its term of validity. The classes of certificates are:

A. License (one year validity)--All teachers who complete the requirements of an approved certificate program after January 31, 1982, and have not had at least one year's experience as a classroom teacher prior to that date shall be required to hold an Entry-Year License during the first year of employment in the teaching profession in the

accredited schools of Oklahoma. A second license may be issued based on the recommendation of an individual's Entry-Year Committee.

B. Standard Certificate--The Standard Certificate has a five year term of validity and a provision for renewal upon compliance with prescribed conditions.

C. Provisional Level II Certificate--The Provisional Level II Certificate has a two year term of validity.

1. This certificate is renewable one time provided nine (9) semester hours toward meeting requirements of an approved Standard Certificate program have been completed during its first term of validity. Certificates in Specialized Services Programs are exceptions to this regulation.

2. Provisional Level II Certificates for Vocational Programs have a five year term of validity and may be renewed more than one time provided prescribed conditions are met. These conditions include the completion of fifteen (15) semester hours toward meeting requirements of an approved Standard Certificate program.

D. Provisional Level I Certificate--The Provisional Level I Certificate has a one year term of validity.

1. This certificate is renewable one time provided nine (9) semester hours toward meeting requirements of an approved Standard Certificate program have been completed during the first term of validity of the certificate.

2. Provisional Level I Certificates for Vocational Programs have a one year term of validity and may be renewed more than one time provided prescribed conditions are met. These conditions include the completion of six (6) semester hours toward meeting requirements of an approved Standard Certificate program.

E. Emergency Certificate (one year validity)--This certificate is issued only in emergency cases upon the request and recommendation of a local school superintendent who shall state the school's intention to employ the applicant if the certificate is granted. All such certificates are valid only within the school district upon whose request they are granted.

F. Professional Certificate--This certificate has a seven year term of validity and shall not be issued after December 31, 1988. However, any individuals holding a valid Professional Certificate on December 31, 1988, shall be allowed to retain that certificate by meeting renewal requirements.

General Certificate Requirements

The general requirements which shall be met for each class of certificate are detailed below. Additional minimum requirements for each approved program are described in detail later in this document under each program heading, e.g., Elementary, Music, or Science.

A. License--To be eligible for a License, the applicant shall have:

1. Completed an approved certificate program at an accredited college or university and received a recommendation from that institution.

2. Passed the state teacher certification test(s) in the subject(s) for which the license is sought.

B. Standard Certificate (undergraduate)--To be eligible for a Standard Certificate, the applicant shall have:

1. Completed an approved certificate program at an accredited college or university which includes a minimum of the following:

   a. A baccalaureate degree,

   b. Fifty (50) semester hours in General Education,

   c. Thirty (30) semester hours in Professional Education, and

   d. Forty (40) semester hours in the area of Specialization (see individual certificate programs for specific course work required in the area of Specialization).

2. Passed the state teacher certification test(s) in the subject(s) for which the certificate is sought.

3. Successfully completed the Entry-Year Assistance Program as a licensed teacher. This applies to all candidates who have completed their initial teacher preparation program after January 31, 1982.

C. Standard Certificate (graduate)--To be eligible for a Standard Certificate in a School Service Personnel field (School Counselor, Library Media Specialist, Elementary School Principal, Secondary School Principal, School Superintendent, School Psychometrist, School Psychologist, Speech-Language Pathology) or in the Reading Specialist field, the applicant shall have:

1. Completed an approved certificate program which includes the requirements detailed under B.1. above at the baccalaureate level (see individual programs for specific undergraduate requirements) as well as specified course work at the graduate level (see individual programs), and

2. Passed the state teacher certification test for the certificate sought.

D. Provisional Level II--To be eligible for a Provisional Level II Certificate, the applicant shall have:

1. Completed an approved certificate program at an accredited college or university which includes a minimum of the following:

   a. A baccalaureate degree,

   b. Fifty (50) semester hours in General Education,

   c. Twenty-four (24) semester hours in Professional Education including field experiences and student teaching, and

d. Thirty (30) semester hours in the area of Specialization (see individual certificate programs for specific course work required in the area of Specialization).

2. Passed the state teacher certification test(s) in the subject(s) for which the certificate is sought.

3. Successfully completed the Entry-Year Assistance Program as a licensed teacher. This applies to all candidates who have completed their initial teacher preparation program after January 31, 1982.

E. Provisional Level I--To be eligible for a Provisional Level I Certificate the applicant shall have:

1. Completed an approved certificate program at an accredited college or university which includes a minimum of the following:

a. A baccalaureate degree,

b. Fifty (50) semester hours in General Education,

c. Eighteen (18) semester hours in Professional Education including some work in field experiences, practicum, or student teaching, and

d. Twenty-four (24) semester hours in the area of Specialization (see individual certificate programs for specific course work required in the area of Specialization).

2. Passed the state teacher certification test(s) in the subject(s) for which the certificate is sought.

3. Successfully completed the Entry-Year Assistance Program as a licensed teacher. This applies to all candidates who have completed their initial teacher preparation program after January 31, 1982.

F. Provisional Level II (vocational)--To be eligible for a Provisional Level II Certificate in a vocational field, the applicant shall have:

1. Earned a high school diploma or the General Educational Development Certificate (GED),

2. Passed an occupational competency examination approved by the State Department of Vocational-Technical Education,

3. Provided evidence of three (3) years of appropriate experience in the field to be taught. This experience shall be within the five (5) years preceding initial certification.

4. Completed forty-eight (48) semester hours of approved credit of which a maximum of twenty-four (24) semester hours may be earned by passing an occupational competency examination approved by the State Department of Vocational-Technical Education,

5. Received a recommendation for the Provisional Level II Certificate from the appropriate State Vocational-Technical Supervisor, and

6. Received a statement that the applicant has an approved plan of study for the Standard Certificate; this statement shall come from an institution approved to offer a standard certificate in the field for which the certificate is sought.

G. Provisional Level I (vocational)--To be eligible for a Provisional Level I Certificate in a vocational field, the applicant shall have:

1. Earned a high school diploma or the General Educational Development Certificate (GED),

2. Provided evidence of three (3) years of appropriate experience in the field to be taught. This experience shall be within the five (5) years preceding initial certification,

3. Completed the Vocational-Technical Orientation Training Program during the first sixty (60) days of the school year for which the original certificate is issued,

4. Received a recommendation for the Provisional Level I Certificate from the appropriate State Vocational-Technical Supervisor,

5. Received a statement that the applicant has an approved plan of study for the Standard Certificate and the Provisional Level II certificate; this statement must come from an institution approved to offer a Standard Certificate in the field for which the certificate is sought, and

6. Passed an occupational competency examination approved by the State Department of Vocational-Technical Education to have the Provisional Level I certificate initially reissued.

H. Emergency--To be eligible for an Emergency Certificate, the applicant shall have:

1. A baccalaureate degree,

2. Completed fifty (50) semester hours in General Education,

3. Completed twelve (12) semester hours in Professional Education, and

4. Completed eighteen (18) semester hours in the area of Specialization.

Institutional Recommendation

An applicant for a license/certificate which requires completion of an approved certificate program shall be recommended by the preparing institution for the certificate desired if work was completed in Oklahoma. Evidence of having completed all academic course requirements specified for the certificate desired shall be presented as a part of the application. A statement from the preparing institution declaring the applicant to have completed the appropriate approved teacher education program will normally be accepted as satisfying this requirement.

General Education Requirements for Individuals Who Already Hold Baccalaureate Degrees

In the event an applicant for a standard certificate completed a baccalaureate degree prior to the completion of requirements for the Standard Certificate for which he is currently applying, the General Education requirements shall be considered as fulfilled if a total of fifty (50) semester hours in General Education have been completed. This applies whether or not the work conforms to the work in General Education required for the completion of an approved certificate program in any given college or university.

Professional Education Required of Individuals Who Previously Held a Standard Certificate

An applicant who has held a standard certificate of any kind may be exempt from being required to complete pre-student teaching experiences in the field and from student teaching at least twelve weeks in the school environment provided:

1. The applicant has completed some student teaching in an accredited school, or

2. The applicant has completed three (3) years teaching experience in an accredited school.

The number of semester hours of Professional Education normally required for the certificate sought may be reduced by the number of pre-student teaching experiences in the field and student teaching semester hours that are required.

Professional Education Requirements for Additional Certification

Certified individuals who seek additional certification shall complete the following Professional Education requirements:

A. A methods course appropriate to the second certificate(s) sought, and

B. A developmental psychology course appropriate to the grade level of the certificate(s) sought.

Alternative Plan for Student Teaching Requirements

Any teacher holding a license or certificate who is assigned to teach in an accredited school and who has had no student teaching experience shall be required to enroll in a minimum of four (4) semester hours of in-service supervised teaching experience with an approved teacher education institution. The in-service supervised teaching experience shall be completed during the first year that the teacher is employed in an accredited school with the permission of the school superintendent and under supervision of the institution at which the teacher is enrolled. The number of semester hours of Professional Education normally required for the certificate sought may be reduced by the number of student teaching semester hours that are required. This reduction may be made if a student successfully completes a minimum of four (4) semester hours of in-service supervised teaching experience. Upon the completion of one year of teaching, the in-service supervised teaching experience, the entry-year assistance program and other requirements appropriate to the certificate sought, the applicant may be recommended for a standard and/or provisional certificate. Vocational Technical teachers required to show occupational competency by testing before receiving any additional certificate may be exempted from this requirement.

Implementation Dates For Certification Standards

A. Teacher education programs shall be in compliance with and shall be subject to review under 1984 teacher certification standards beginning with the fall semester of 1986.

B. Students admitted to teacher education or any teacher certification program at an institution of higher education which has been approved under 1984 certification standards, shall meet the requirements of these standards. All students admitted to teacher education or any teacher certification program during or after the fall of 1986 must meet 1984 teacher certification standards.

C. After December 31, 1988, all candidates completing an approved program for a license, certificate, or endorsement shall be required to meet 1984 teacher certification standards. However, individuals admitted to Speech-Language Pathology or School Librarian Certificate Programs under standards adopted prior to 1984 at institutions offering only graduate level programs in these areas will be allowed to continue in their existing programs beyond December 31, 1988, provided their official transcripts submitted at the time of certification application document that they were full-time students continuously until program completion.

Entry-Year Assistance Program

The applicant shall successfully complete the Entry-Year Assistance Program as a licensed teacher prior to being issued a certificate. This applies to all applicants who have completed their initial teacher preparation program after January 31, 1982.

Exemption Clause

Individuals who hold or are eligible to renew major and/or minor credentials as of December 31, 1988, shall be allowed to retain and/or renew their credentials. No new minor credential shall be issued after December 31, 1988.

Education of the Exceptional Child

After July 1, 1976, no persons shall be granted a standard certificate to teach in the public schools of Oklahoma unless he/she has satisfactorily completed a course of two or more semester hours in the education of the exceptional child. The course shall include instruction on identification of children with learning disabilities caused by neurological disorders, mental retardation, and sociological factors. The course shall provide information on methods/techniques for teaching exceptional children and sources of referral/assistance to teachers and parents.

STANDARDS FOR APPROVED TEACHER EDUCATION PROGRAMS

Institutions shall meet the Standards for Approved Teacher Education Programs for each certificate program for which they seek initial or continued approval.

Admission Standards

Each approved program shall have an admissions procedure designed to recruit a candidate with a strong commitment to teaching. The criteria to be included are the following:

A. A minimum grade point average of 2.50; however, each institution may develop, publish, and implement a written policy for persons who completed thirty (30) semester hours of college credit in an accredited institution of higher education at least five (5) years prior to application for admission to teacher education provided the student has the following:

   1. A grade point average of 3.00 in the last thirty (30) semester hours of college work and,

   2. A minimum of fifteen (15) semester hours in required courses in the area of specialization with a minimum grade point average of 3.00.

B. Evidence of adequate reading, writing, and verbal communication skills demonstrated by appropriate academic course work and an interview with an Admission Committee;

C. Expressed interest in teaching demonstrated by prior experiences and activities;

D. An academic record that clearly indicates the candidate's commitment to the academic aspects of teaching; and

E. Evidence of personal traits that suggests potential for working with youth, with parents, and with other constituencies in education.

Each admission shall be based on a professional assessment of the candidate on all of the above criteria.

Standard Certificate Requirements

General Education

General Education is based on those studies known as the liberal arts which embrace the broad areas of the humanities, mathematics, the biological and physical sciences, the social and behavioral sciences, and oral and written communication skills. College credit used to satisfy the requirements in General Education, in an amount not to exceed twelve (12) semester hours, may also be counted in meeting requirements in the field of Specialization. College credit used to satisfy the requirements in Professional Education shall not be counted toward meeting requirements in General Education.

Standard I. The General Education Program shall:

A. Stimulate scholarship that will give understanding and help prepare people for change;

B. Foster individual fulfillment and nurture free, rational, and responsible adults;

C. Cultivate appreciation for the values associated with a free society;

D. Contribute to the development of leaders who are intellectually competent, imaginative, and vigorous;

E. Contribute to professional knowledge and its application; and

F. Encourage discernment of the values inherent in world cultures.

Standard II. General Education is a developmental experience emphasizing the first two (2) years of higher education and extending throughout the baccalaureate program.

Standard III. Each institution approved for the education of teachers shall be responsible for building a sequential program of general studies. A minimum of fifty (50) semester hours in General Education is required, distributed so that:

A. Upon successful completion of the General Education component, the student shall have acquired competencies in each of the following areas (1-6):

1. Communication Skills--Conversational speaking, composition, listening, and reading;

2. Mathematics--Computation, applications, thought processes, vocabulary, and concepts;

3. United States History and Government--The growth and development of the United States as a nation, its place in world affairs, and an analysis of the United States Constitutional Government;

4. Science--Physical and biological sciences;

5. Behavioral Sciences--The study of psychology, and/or sociology, and/or anthropology; and

6. Arts and Humanities--The study of significant ideas of western civilization as manifested in art, literature, music, and philosophy (course work shall be completed in a minimum of two (2) of these areas).

B. Any electives needed to fulfill the fifty (50) hour minimum requirement may be selected from Category A or the following:

1. Contemporary World Culture: social, geographic, political, and economic conditions and their impact on current problems in the world and nations, foreign language, American ethnic studies, and world literature with emphasis on, but not limited to, the writings of English and American authors;

2. Practical Arts: skills in areas such as typing, business, accounting, home economics, industrial arts/technology education, agriculture, drafting, computer science, and library science; and

3. Health and Physical Education: the principles of health and physical education as they apply to the individual and the community.

Professional Education

Professional Education shall include classroom and field experiences incorporating a minimum of thirty (30) semester hours. These experiences shall include course work fulfilling the criteria specified in Standards I through V. College credit used to satisfy the requirements in Professional Education shall not be counted in meeting requirements in the field of Specialization except where

specifically designated in the Standards. College credit used to satisfy the requirements in Professional Education shall not be counted toward meeting requirements in General Education.

The fulfillment of the Professional Education sequence shall include evidence that the candidate has successfully completed:

A. Appropriate laboratory and field experiences designed to provide a pre-service teacher an opportunity to synthesize, apply and extend knowledge and problem solving abilities acquired in educational foundations, theory, methods courses, and principle subject areas;

B. A minimum of forty-five (45) clock hours of supervised developmental and sequential pre-student teaching experiences in the field;

C. A student teaching experience equivalent to one (1) semester of at least twelve (12) weeks in the school environment; and

D. Course work in each of the following areas: Foundations of Education, Human Growth and Development, Learning, Evaluation, Exceptional Child, Media, Methods, and Student Teaching.

Standard I. The Professional Education sequence shall include course work in the processes of human growth, development, and learning and the practical application of this knowledge to the instructional process. The student shall demonstrate a knowledge of:

A. Individual differences among students such as interests, values, cultural, and socio-economic background;

B. Strategies to utilize data in grouping students for learning activities;

C. The development of instructional goals and objectives appropriate to student needs and learning modes;

D. Sequencing learning activities and experiences both logically and psychologically;

E. Behavior patterns of students;

F. Classroom conditions which are varied and appropriate; and

G. Student self-awareness and positive self-concepts.

Standard II. The Professional Education sequence shall include course work in the foundations underlying the development and organization of education in the United States. The student shall demonstrate a knowledge of:

A. The historical and philosophical development of education in the United States;

B. The organization of public schools;

C. Cultural pluralism as it relates to the public schools;

D. The development of education as a profession;

E. Legal and ethical considerations of school personnel including the rights and responsibilities of teachers, students, administrators, and staff;

F. The characteristics of effective teachers;

G. Democratic principles, free public education, and equal educational opportunity;

H. Objectives and purposes of education relating to pupils, parents, and other citizens; and

I. School programs and the participatory role of the teacher in activities which contribute to student and faculty development.

Standard III. The Professional Education sequence shall include course work in measurement, methods, materials, and media appropriate to teaching. Emphasis shall be in the student's field(s) of Specialization. The student shall demonstrate a knowledge of:

A. Administration and interpretation of assessment techniques (standardized tests, sociometrics, etc.);

B. Design and use of teacher-made tests (diagnostic and achievement, etc.);

C. Appropriate organization of instructional resources and materials for effective teaching;

D. A variety of appropriate instructional strategies (programmed instruction, games, simulations, etc.);

E. The appropriate use of a variety of communication patterns within the classroom;

F. Individualization of instruction when appropriate;

G. Interaction patterns and the ability to modify plans on the basis of feedback; and

H. Incorporating reading techniques in content subjects.

Standard IV. The Professional Education sequence shall include course work in the purposes, administrative organization, and operation of the total educational program of the school. The student shall demonstrate a knowledge of:

A. Cultural pluralism concepts;

B. Effective interaction and communication with parents;

C. The organization of public schools;

D. The major contemporary problems in public education;

E. The professional organizations in education; and

F. The requirements for accreditation, licensure, and certification.

Standard V. The Professional Education sequence shall include opportunities to demonstrate abilities to teach effectively and work ethically with pupils, teachers, administrators, and parents. Documentation shall be provided (rating scales, systematic observation, video tape, etc.) to evaluate the student teacher's ability to:

A. Differentiate among the appropriate roles and responsibilities of pupils, teachers, administrators, para-professionals, and parents;

B. Organize and implement a variety of activities to facilitate learning;

C. Exhibit professional scholarship and behavior;

D. Interact and communicate effectively with parents;

E. Conceptualize and predict accurately the interaction of influencing variables in teaching and learning;

F. Identify and become sensitive to individual differences among students;

G. Plan, implement, and evaluate appropriate educational goals and related experiences for students; and

H. Work effectively as a member of an educational team.

Specialization

Refer to individual certificate programs for specific requirements in the area of Specialization. College credit used to satisfy the requirements in Specialization may not be counted in meeting requirements in Professional Education.

Provisional Level II Certificate Requirements

The applicant for a Provisional Level II Certificate shall:

A. Be a graduate of an accredited four-year college or university and hold the appropriate baccalaureate degree;

B. Have completed fifty (50) semester hours in General Education as specified under General Education Standards for the Standard Certificate;

C. Have completed thirty (30) semester hours of appropriate academic preparation in the area of Specialization for the certificate sought;

D. Have completed twenty-four (24) semester hours of appropriate academic preparation in Professional Education including field experiences and student teaching*;

E. Have passed the appropriate state teacher certification test(s); and

F. Have completed an approved program from an accredited college or university and shall have received a recommendation for certification from that institution.

*For the Provisional Level II Early Childhood Certificate , see F. on page 19; and for the Provisional Level II Elementary-Secondary Certificates, see G. on page 27.

Provisional Level I Certificate Requirements

The applicant for a Provisional Level I Certificate shall:

A. Be a graduate of an accredited four-year college or university and hold an appropriate baccalaureate degree;

B. Have completed fifty (50) semester hours in General Education as specified under General Education Standards for the Standard Certificate;

C. Have completed twenty-four (24) semester hours of appropriate academic preparation in the area of Specialization;

D. Have completed eighteen (18) semester hours of appropriate academic preparation in Professional Education including some work in field experiences, practicum, or student teaching;

E. Have passed the appropriate state teacher certification test(s); and

F. Have completed an approved program from an accredited college or university and shall have received a recommendation for certification from that institution.

EARLY CHILDHOOD EDUCATION CERTIFICATE PROGRAM
Prekindergarten--Grade 3

The holder of an Early Childhood Education Certificate is eligible to teach in accredited schools of Oklahoma at the nursery, kindergarten, first, and second grade levels (N-2).

Specific Requirements for the Early Childhood Education Certificate Program

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall hold a baccalaureate degree from an accredited college or university.

C. The applicant shall have completed an approved certificate program of the same type as the certificate sought if the program was completed in an Oklahoma college or university.

D. The applicant who is an out-of-state graduate shall have completed academic preparation equivalent to the requirements specified by the standards for the certificate sought.

E. The applicant shall have field experiences in prekindergarten or kindergarten, and grades one, two or three. Student teaching shall be equally divided among prekindergarten and/or kindergarten, and grades one, two and/or three. Applicants shall have field experiences or student teaching at the prekindergarten level.

F. The applicant for a Provisional Level II Early Childhood Certificate shall have field experiences in prekindergarten or kindergarten and grades one, two or three; and student teaching divided equally among prekindergarten and/or kindergarten, and grades one, two and/or three.

Amended by SBE 6/23/88

EARLY CHILDHOOD

PART I. Introduction

This certificate authorizes the holder to teach in accredited schools of Oklahoma at the prekindergarten, kindergarten, first, second, and third grade levels (PK-3).

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for the Early Childhood Certificate Program; and Admission, General Education, and Professional Education Standards as specified on pages 13-18.

C. The applicant shall complete a minimum of ten (10) semester hours within the General Education requirements from one of the following liberal arts and sciences areas: Mathematics, Science, Social Science, Communication Arts (English, Literature, and/or Speech), Foreign Language (one specific language), Art, and Music.

D. Specialization--Standard Certificate

The Standard Early Childhood Certificate requires forty (40) semester hours in the area of Specialization designed to achieve the objectives cited in PART III.

1. Communication Arts Core(15-18 hours, must include coursework from 1 a, b, and c)

   a. Must contain at least nine (9) hours of Reading to include:

      1) Theories

      2) Methods and Materials

      3) Diagnosis and Skill Development

      4) Application

   b. Language Arts at the Elementary Level

   c. Literature for Children

2. **Early Childhood Emphasis**--(15-22 semester hours) Some course work shall be completed in all areas (a-i) with no more than two areas integrated into a single three semester-hour course. A minimum of fifteen (15) semester hours in course work designed specifically for teaching at the early childhood level shall be completed.

   a. Mathematics (primary)

   b. Early Childhood Program Development

c. Child and Family in the Social Context

d. Cognitive Development (Social Studies, Science, and Mathematics)

e. Motor Skill Development

f. Language Development

g. Creative Arts (must include music and visual art)

h. Health and Nutrition

i. Guidance of the Young Child (may be completed as part of Professional Education)

NOTE: Competency in the following areas must be completed as part of either the Professional Education Component or the Early Childhood Emphasis: classroom management, parent and community relations, and computer literacy.

3. Enrichment Area--To complete the remainder of the forty (40) semester hours required in the Early Childhood Education specialization course work may be selected from one of the following options:

a. Coursework from categories II. D.1.a-c and II. D.2.a-i.

b. Coursework from one of the following: Library-Media, Special Education, Elementary Education, Computer Science, English as a Second Language, Bilingual/Multicultural Education, and Gifted and Talented.

c. Coursework from one of the following liberal arts and sciences:* Mathematics, Science, Social Science, Communication Arts (English, Literature, and/or Speech), Foreign Language (one specific language), Art, and Music.

E. Provisional Level II Certificate

The Provisional Level II Early Childhood Certificate requires thirty (30) semester hours in the area of Specialization designed to achieve the objectives cited in PART III with some work completed in both sections 1. and 2. of PART II.D.

F. Provisional Level I Certificate

The Provisional Level I Early Childhood Certificate requires twenty-four (24) semester hours in the area of Specialization with some work completed in both sections 1. and 2. of PART II.D.

*NOTE: Courses in the Enrichment Area (3.c) shall be in addition to the fifty (50) semester hours identified as general education for Teacher Education and may be completed at accredited two and four year colleges.

G. The applicant shall pass the state teacher certification test in Early Childhood.

H. Conversion Plan from Early Childhood (N-K) Certificate

Individuals holding Standard Early Childhood (N-K) certificates seeking certification in Early Childhood (PK-3) shall only be required to complete Part II.D.1. (Communication Arts Core) and Part II.D.2.a. (Mathematics--primary) for the Early Childhood Certificate Program under the 1984 certification standards (fifteen to eighteen (15-18) semester hours).

I. Conversion Plan from Elementary Certificate (Standards Prior to 1984)

Individuals who hold a Standard Elementary Certificate based on Certification Standards in place prior to the 1984 standards may complete requirements for an Early Childhood Certificate based on 1984 standards by completing Part II.D.2. (Early Childhood Emphasis) in the 1984 standards and by passing the Teacher Certification Test in Early Childhood Education.

PART III. Early Childhood Certification Objectives

The objectives for the Early Childhood Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

ELEMENTARY SCHOOL CERTIFICATE PROGRAM
Grades K-8

The holder of an Elementary School Certificate is eligible to teach in kindergarten and through grade eight (8) in accredited elementary schools in Oklahoma. With the appropriate endorsements, the holder of the Elementary School Certificate is eligible to teach through the eighth grade in accredited middle/junior high schools.

Specific Requirements of Elementary School Certificate Program

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall hold a baccalaureate degree from an accredited college or university.

C. The applicant shall have completed an approved certificate program of the same type as the certificate sought if the program was completed in an Oklahoma college or university.

D. The applicant who is an out-of-state graduate shall have completed academic preparation equivalent to satisfying requirements specified by the standards for the certificate sought.

ELEMENTARY

PART I. Introduction

This certificate authorizes the holder to teach in kindergarten and through grade eight (8) in accredited elementary schools in Oklahoma. Endorsements are required on this certificate for those teaching seventh and eighth grade subjects in accredited middle/junior high schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for the Elementary School Certificate Program; and Admission, General Education, and Professional Education Standards as specified on pages 13-18.

C. The applicant shall complete a minimum of ten (10) semester hours within the General Education Requirements from one of the following liberal arts and sciences areas: Mathematics, Science, Social Science, Communication Arts (English, Literature, and/or Speech), Foreign Language (one specific language), Art, and Music.

D. Specialization--Standard Certificate

The Standard Elementary Certificate requires forty (40) semester hours in the area of Specialization designed to achieve the objectives cited in PART III.

1. Communication Arts Core (15-18 hours, must include coursework from 1 a, b, and c)

   a. Reading--Must contain at least nine (9) hours of Reading to include:

      1) Theories

      2) Methods and Materials

      3) Diagnosis and Skill Development

      4) Application

   b. Language Arts at the Elementary Level

   c. Literature for Children

2. Elementary Emphasis--(15-22 semester hours)

   Some course work shall be completed in each of the following areas (a-f) with no more than two areas integrated into a single course. A minimum of fifteen (15) semester hours shall be completed in course work designed specifically for teaching at the elementary level.

a. Reading at the Intermediate Level (may be completed as part of the Communication Arts Core)

b. Mathematics (Primary and Intermediate)

c. Science

d. Social Studies

e. Creative Arts (must include music and visual arts)

f. Health, Nutrition, and Physical Education

NOTE: Competency in the following areas must be completed as part of either the Professional Education Component or the Elementary Emphasis: classroom management, parent and community relations, and computer literacy.

3. Enrichment Area--To complete the remainder of the forty (40) semester hours required in the Elementary Education specialization, course work may be selected from one of the following options:

   a. Coursework from categories II. D.1.a-c and II. D.2.a-f.

   b. Coursework from one of the following: Library-Media, Special Education, Early Childhood Education, Computer Science, English as a Second Language, Bilingual/Multicultural Education, and Gifted and Talented.

   c. Coursework from one of the following liberal arts and sciences:* Mathematics, Science, Social Science, Communication Arts (English, Literature, and/or Speech), Foreign Language (one specific language) Art, and Music.

E. Provisional Level II Certificate

The Provisional Level II Elementary Certificate requires thirty (30) semester hours in the area of Specialization designed to achieve the objectives cited in PART III with some work completed in both sections 1. and 2. of PART II.D.

F. Provisional Level I Certificate

The Provisional Level I Elementary Certificate requires twenty-four (24) semester hours in the area of Specialization with some work completed in both sections 1. and 2. of PART II.D.

G. The applicant shall pass the state teacher certification test in Elementary Education.

*NOTE: Courses in the Enrichment Area (3.c) shall be in addition to the fifty (50) semester hours identified as general education for Teacher Education and may be completed at accredited two and four year colleges.

H. Special Endorsement

Teachers holding an Elementary license/certificate who wish to teach in seventh and eighth grades in accredited middle/junior high schools in Oklahoma are required to have completed a minimum of eighteen (18) semester hours in each subject they are assigned to teach. These subject areas are mathematics, art, music, foreign language (one language), health and physical education, communication arts (oral and written communications), science, and social studies.

PART III. Elementary Certification Objectives

The objectives for the Elementary Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

ELEMENTARY-SECONDARY SCHOOL CERTIFICATE PROGRAMS

Grades K-12	Grades N-12
Art	Special Education
Foreign Languages	Emotionally Disturbed
Health	Physically Handicapped
Music-Instrumental/General	Learning Disabilities
Music-Vocal/General	Mental Retardation
Physical Education/Health	Visually Impaired
Reading Specialist	Hearing Impaired

The holder of an Elementary-Secondary School Certificate is eligible to teach in kindergarten and through grade twelve (12) in accredited schools in Oklahoma depending on the specific certificate completed.

Specific Requirements for Elementary-Secondary School Certificate Program

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall hold a baccalaureate degree from an accredited college or university.

C. The applicant shall have completed an approved program of the same type as the certificate sought if the program was completed in an Oklahoma college or university.

D. The applicant who is an out-of-state graduate shall have completed academic preparation equivalent to the requirements specified by the standards for the certificate sought.

E. The applicant shall have completed course work in both child and adolescent psychology.

F. The applicant shall have field experience and student teaching equally divided between elementary and secondary schools.

G. The applicant for a Provisional Level II Elementary-Secondary Certificate shall have field experiences and student teaching at both the elementary and secondary levels.

ART

PART I. Introduction

This certificate authorizes the holder to teach, supervise, and/or administer programs in Art in kindergarten and through grade twelve (12) in accredited schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Elementary-Secondary School Certificate Programs; and Admission, General Education, and Professional Education Standards as specified on pages 13-18.

C. Specialization--Standard Certificate

The Standard Art Certificate requires forty (40) semester hours from the area of Specialization designed to achieve the objectives cited in PART III. Academic preparation in the following areas (1-8) is required:

1. Art History--Three (3) semester hours minimum
2. Drawing--Three (3) semester hours minimum
3. Color and Design--Three (3) semester hours minimum
4. Painting--Three (3) semester hours minimum
5. Crafts--Three (3) semester hours minimum
6. Sculpture--Two (2) semester hours minimum
7. Print Making--Two (2) semester hours minimum
8. Ceramics--Two (2) semester hours minimum
9. Art electives to complete forty (40) semester hours

D. Provisional Level II Certificate

The Provisional Level II Art Certificate requires a minimum of thirty (30) semester hours. Course work is required in at least six (6) of the areas in Part II.C. (1-8).

E. Provisional Level I Certificate

The Provisional Level I Art Certificate requires a minimum of twenty-four (24) semester hours course work is required in at least four of the areas in Part II.C. (1-8)

F. The applicant shall pass the state teacher certification test in Art.

PART III. Art Certification Objectives

The objectives for the Art Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

FOREIGN LANGUAGE

(French, German, Latin, Spanish and Other Approved Foreign Languages)

PART I. Introduction

This certificate authorizes the holder to teach, supervise and/or administer programs in the endorsed language in kindergarten and through grade twelve (12) in accredited schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Elementary-Secondary School Certificate Programs; and Admission, General Education, and Professional Education Standards as specified on pages 13-18.

C. The applicant shall pass the state teacher certification test in the appropriate language.

D. The appropriate endorsement in one of the foreign language options requires forty (40) semester hours from the area of Specialization designed to achieve the objectives cited in PART III.

E. Academic preparation for the specific certificate sought follows:

FRENCH

1. Specialization--Standard Certificate

The Standard French Certificate requires forty (40) semester hours in foreign language subjects. Specific requirements for a French Certificate are:

a) A minimum of thirty-five (35) of the forty (40) semester hours shall be in French. The additional five (5) semester hours may be in any other language including classical languages.

b) The forty (40) semester hour requirement shall also apply to native speakers. The lower division (beginning and intermediate) courses may be completed by means of CLEP, Advanced Placement, etc. This also applies to work completed at foreign universities.

2. Provisional Level II Certificate

The Provisional Level II French Certificate requires thirty (30) semester hours in French.

3. Provisional Level I Certificate

The Provisional Level I French Certificate requires twenty-four (24) semester hours in French.

4. Those holding Standard Secondary French Certificates seeking elementary/secondary endorsement in French shall show evidence of having completed a course in methods of teaching foreign languages in the elementary school and a course in child psychology.

GERMAN

1. Specialization--Standard Certificate

   The Standard German Certificate requires forty (40) semester hours in foreign language subjects. Specific requirements for a German Certificate are:

   a) A minimum of thirty-five (35) of the forty (40) semester hour requirement shall be in German. The additional five (5) hours may be in any other language including classical languages.

   b) The forty (40) semester hour requirement shall also apply to native speakers. The lower division (beginning and intermediate) courses may be completed by means of CLEP, Advanced Placement, etc. This also applies to work completed at foreign universities.

2. Provisional Level II Certificate

   The Provisional Level II German Certificate requires thirty (30) semester hours in German.

3. Provisional Level I Certificate

   The Provisional Level I German Certificate requires twenty-four (24) semester hours in German.

4. Those holding Standard Secondary German Certificates seeking elementary/secondary endorsement in German shall show evidence of having completed a course in methods of teaching foreign languages in the elementary school and a course in child psychology.

LATIN

1. Specialization--Standard Certificate

   The Standard Latin Certificate requires forty (40) semester hours in foreign language subjects. Specific requirements for a Latin certificate are:

   a) A minimum of thirty-five (35) of the forty (40) semester hour requirement shall be in Latin and other classical studies. The remaining five (5) hours may be taken in modern languages.

   b) The forty (40) semester hour requirement shall also apply to native speakers. The lower division (beginning and intermediate) courses may be completed by means of CLEP, advanced placement, etc. This also applies to work completed at foreign universities.

2. Provisional Level II Certificate

   The Provisional Level II Latin Certificate requires thirty (30) semester hours in Latin.

3. Provisional Level I Certificate

   The Provisional Level I Latin Certificate requires twenty-four (24) semester hours in Latin.

4. Those holding Standard Secondary Latin Certificates seeking elementary/secondary endorsement in Latin shall show evidence of having completed a course in methods of teaching foreign languages in the elementary school and a course in child psychology.

SPANISH

1. Specialization--Standard Certificate

   The Standard Spanish Certificate requires forty (40) semester hours in foreign language subjects. Specific requirements for a Spanish Certificate are:

   a) A minimum of thirty-five (35) of the forty (40) semester hour requirement shall be in Spanish. The additional five (5) hours may be in any other language including classical languages.

   b) The forty (40) semester hour requirement shall also apply to native speakers. The lower division (beginning and intermediate) courses may be completed by means of CLEP, Advanced Placement, etc. This also applies to work completed at foreign universities.

2. Provisional Level II Certificate

   The Provisional Level II Spanish Certificate requires thirty (30) semester hours in Spanish.

3. Provisional Level I Certificate

   The Provisional Level I Spanish Certificate requires twenty-four (24) semester hours in Spanish.

4. Those holding Standard Secondary Spanish Certificates seeking elementary/secondary endorsement in Spanish shall show evidence of having completed a course in methods of teaching foreign languages in the elementary school and a course in child psychology.

OTHER APPROVED FOREIGN LANGUAGES

Any Foreign Language Certificates other than those listed require the approval of the State Board of Education and shall be subject to the same standards as those listed above.

PART III. Foreign Language Certification Objectives

The objectives for the Foreign Language Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

HEALTH

PART I. Introduction

This certificate authorizes the holder to teach, supervise, and/or administer Health programs in kindergarten and through grade twelve (12) in accredited schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Elementary-Secondary School Certificate Programs; and Admission, General Education, and Professional Education Standards as specified on pages 13-18.

C. Specialization--Standard Certificate

The Standard Health Certificate requires forty (40) semester hours from the area of Specialization designed to achieve the objectives cited in PART III. Some course work shall be completed in all areas (1-12) with no more than two (2) areas integrated into a single course:

1. Personal and Community Health
2. School and Community Health Services
3. Applied Anatomy
4. Basic Nutrition
5. School Health Programs
6. Community Health Programs
7. Safety and First Aid
8. Drug Education
9. Kinesiology
10. Exercise Physiology
11. Mental Health
12. Consumer Education
13. Electives in Health to complete forty (40) semester hours.

D. Provisional Level II Certificate

The Provisional Level II Health Certificate requires thirty (30) semester hours in Health. Course work is required in at least ten (10) of the areas in Part II.C. (1-12).

E. Provisional Level I Certificate

The Provisional Level I Health Certificate requires twenty-four (24) semester hours. Course work is required in at least six (6) of the areas in Part II.C. (1-12).

F. The applicant shall pass the state teacher certification test in Health.

PART III. Health Certification Objectives

The objectives for the Health Program for the Oklahoma Teacher Certification Testing Program have not been written at this time.

MUSIC--INSTRUMENTAL/GENERAL

PART I. Introduction

This certificate authorizes the holder to teach, supervise, and/or administer programs in Instrumental/General Music in kindergarten and through grade twelve (12) in accredited schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Elementary-Secondary School Certificate Programs; and Admission, General Education, and Professional Education Standards as specified on pages 13-18.

C. Specialization--Standard Certificate

The Standard Music--Instrumental/General Certificate requires forty (40) semester hours in the area of Specialization designed to achieve the objectives cited in PART III. Academic preparation in the following areas (1-7) is required:

1. Music Theory--Fifteen (15) semester hours minimum
2. Music History and Literature--Six (6) semester hours minimum
3. Applied Music (Principal Orchestral Instrument)--Eight (8) semester hours minimum
4. Applied Music (Secondary Orchestral Instruments)--Four (4) semester hours minimum
5. Applied Music (Piano)--Two (2) semester hours minimum
6. Instrumental Conducting--Two (2) semester hours minimum
7. Ensembles--Three (3) semester hours minimum
8. Additional semester hours in music may be completed as a part of the General Education component.

D. Provisional Level II Certificate

The Provisional Level II Music--Instrumental/General Certificate requires thirty (30) semester hours in music with special emphasis in Instrumental Music. The course work shall be distributed as follows:

1. Music Theory--Ten (10) semester hours minimum
2. Music History and Literature--Four (4) semester hours minimum
3. Applied Music (Principal Orchestral Instrument)--Six (6) semester hours minimum

4. Applied Music (Secondary Orchestral Instruments)--Three (3) semester hours minimum

5. Applied Music (Piano)--Two (2) semester hours minimum

6. Instrumental Conducting--Two (2) semester hours minimum

7. Ensembles--Three (3) semester hours minimum

E. Provisional Level I Certificate

The Provisional Level I Music-- Instrumental/General Certificate requires twenty-four (24) semester hours in Music with special emphasis in Instrumental Music. The course work shall be distributed as follows:

1. Music Theory--Six (6) semester hours minimum

2 Music History and Literature--Two (2) semester hours minimum

3. Applied Music (Principal Orchestral Instrument)--Four (4) semester hours minimum

4. Applied Music (Secondary Orchestral Instruments)--Three (3) semester hours minimum

5. Applied Music (Piano)--Two (2) semester hours minimum

6. Instrumental Conducting--One (1) semester hour minimum

7. Ensembles--Two (2) semester hours minimum

8. Electives--Four (4) semester hours from areas (1-7) above

F. The applicant shall pass the state teacher certification test in Music as well as the specific test in Instrumental Music.

PART III. Music--Instrumental/General Certification Objectives

The objectives for the Music--Instrumental/General Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

MUSIC--VOCAL/GENERAL

PART I. Introduction

This certificate authorizes the holder to teach, supervise, and/or administer vocal/general music in kindergarten and through grade twelve (12) in accredited schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Elementary-Secondary School Certificate Programs; and Admission, General Education, and Professional Education Standards as specified on pages 13-18.

C. Specialization--Standard Certificate

The Standard Music--Vocal/General Certificate requires forty (40) semester hours from the area of Specialization designed to achieve the objectives cited in PART III. Academic preparation in the following areas (1-6) is required:

1. Music Theory--Fifteen (15) semester hours minimum
2. Music History and Literature--Six (6) semester hours minimum
3. Applied Music (Voice or Piano)*--Eight (8) semester hours minimum
4. Applied Music (Voice or Piano)*--Six (6) semester hours minimum
5. Choral Conducting--Two (2) semester hours minimum
6. Ensembles--Three (3) semester hours minimum
7. Additional semester hours in Music may be completed as part of the General Education component.

D. Provisional Level II Certificate

The Provisional Level II Music--Vocal/General Certificate requires thirty (30) semester hours in music with special emphasis in Vocal Music. The course work shall be distributed as follows:

1. Music Theory--Ten (10) semester hours minimum
2. Music History and Literature--Four (4) semester hours minimum

*If Voice is chosen under #3 above, #4 must be Piano; if Piano is chosen under #3 above, #4 must be Voice.

3. Applied Music (Voice or Piano)*--Seven (7) semester hours minimum

4. Applied Music (Voice or Piano)*--Four (4) semester hours minimum

5. Choral Conducting--Two (2) semester hours minimum

6. Ensembles--Three (3) semester hours minimum

E. Provisional Level I Certificate

The Provisional Level I Music--Vocal/General Certificate requires twenty-four (24) semester hours in music with special emphasis in Vocal Music. The course work shall be distributed as follows:

1. Music Theory--Six (6) semester hours minimum

2. Music History and Literature--Two (2) semester hours minimum

3. Applied Music (Voice or Piano)*--Six (6) semester hours minimum

4. Applied Music (Voice or Piano)*--Three (3) semester hours minimum

5. Choral Conducting--One (1) semester hour minimum

6. Ensembles--Two (2) semester hours minimum

7. Electives--Four (4) semester hours from areas (1-6) above

F. The applicant shall pass the state teacher certification test in Music as well as the specific test in Vocal Music.

PART III. Music--Vocal/General Certification Objectives

The objectives for the Music--Vocal/General Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

*If Voice is chosen under #3 above, #4 must be Piano; if Piano is chosen under #3 above, #4 must be Voice.

PHYSICAL EDUCATION/HEALTH

PART I. Introduction

This certificate authorizes the holder to teach, supervise, and/or administer programs in Physical Education/Health in kindergarten and through grade twelve (12) in accredited schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Elementary-Secondary School Certificate Programs; and Admission, General Education, and Professional Education Standards as specified on pages 13-18.

C. Specialization--Standard Certificate

The Standard Physical Education/Health Certificate requires forty (40) semester hours from the area of Specialization designed to achieve the objectives cited in PART III. Academic preparation in the following areas (1-17) is required with no more than two (2) areas integrated into a single course.

1. Foundations of Physical Education
2. Motor Learning
3. Sports and Movement Skills
4. Sports Skill Assessment
5. Exercise Physiology
6. Kinesiology
7. Applied Anatomy
8. Care and Prevention of Athletic Injuries
9. Adapted Physical Education
10. Management of Physical Education Programs
11. Sports Officiating
12. Safety and First Aid
13. Personal Health Science
14. School and Community Health Programs
15. Basic Nutrition

16. Mental Health

17. Drug Education

18. Physical Education/Health electives to complete forty (40) semester hours

B. Provisional Level II Certificate

The Provisional Level II Physical Education/Health Certificate requires thirty (30) semester hours. Course work is required in at least ten (10) of the areas in Part II.C. (1-17).

C. Provisional Level I Certificate

The Provisional Level I Physical Education/Health Certificate requires twenty-four (24) semester hours . Course work is required in a minimum of eight (8) of the areas in Part II.C.(1-17).

D. The applicant shall pass the state teacher certification test in Physical Education/Health.

PART III. Physical Education/Health Certification Objectives

The objectives for the Physical Education/Health Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

READING SPECIALIST

PART I. Introduction

This certificate authorizes the holder to serve as a Reading Specialist in kindergarten and through grade twelve (12) in accredited schools in Oklahoma. This is a graduate level program.

PART II. Special Criteria

A. Standard Certificate

1. Completion of a baccalaureate degree is a prerequisite for entrance into the Reading Specialist Program.

2. A minimum of six (6) semester hours is required in the following areas as a prerequisite to the course work specified in 5. (a-c):

   a. One course in reading methods

   b. One course in language arts methods or literature (children's or adolescent's)

3. Candidates receiving the Reading Specialist Certificate shall hold a Standard Teaching Certificate.

4. A minimum of two (2) years teaching experience is required in an accredited elementary or secondary school.

5. The Reading Specialist Certificate requires eighteen (18) semester hours of graduate course work in the following areas (a-c):

   a. Six (6) semester hours in Foundation or Survey of Reading (content related exclusively to Reading Instruction or the Psychology of Reading)

   b. Six (6) semester hours in Diagnosis and Correction of Reading Disabilities (content includes: causes of reading disabilities, observation and interview procedures, diagnostic instruments, standard and informal tests, report writing, materials and methods of instruction, and individual test interpretation as it relates to reading)

   c. Six (6) semester hours in Laboratory and Clinical Practicum in Reading (experiences in which students diagnose and treat reading disability cases under supervision and experiences in developmental reading instruction to include group diagnostic teaching)

6. Professional Education course work designed to fulfill master's degree requirements shall be in the following areas (a-e):

   a. Foundations

   b. Curriculum Development

   c. Research

d. Measurement

e. Theories or Methods of Learning.

7. Other course work to complete a master's degree may include content in any of the areas 5.(a-c). above or the following areas: primary, intermediate, and secondary reading materials; linguistics; organization and supervision of reading programs; reading disabilities; reading for the exceptional child; language development; children's or adolescent's literature; individual mental testing; or learning disabilities.

B. Provisional Level II Certificate

1. Completion of a baccalaureate degree is a prerequisite for entrance into the Reading Specialist Program.

2. Six (6) semester hours are required in the following areas:

a. one course in reading methods

b. one course in language arts methods or literature (children's or adolescent's)

3. The applicant shall hold a standard teaching certificate and have a minimum of two (2) years of classroom experience prior to the issuance of the Provisional Level II Reading Specialist Certificate.

4. Applicants shall complete twenty (20) graduate semester hours, twelve (12) of which shall be in reading. The twelve (12) semester hours of reading shall include a minimum of one course from each of the categories 5. (a-c) under Part II.A.

C. The applicant shall pass the state teacher certification test for Reading Specialist.

PART III. Reading Specialist Certification Objectives

The objectives for the Reading Specialist Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

SPECIAL EDUCATION

A. Emotionally Disturbed
B. Physically Handicapped
C. Learning Disabilities
D. Mental Retardation
E. Visually Impaired
F. Hearing Impaired

The six certificate programs listed above fall within the general field of Special Education. The first five programs--Emotionally Disturbed, Physically Handicapped, Learning Disabilities, Mental Retardation and Visually Impaired--share a common set of Special Education objectives as well as a common core of Special Education course work which is listed within the Special Criteria Section of each certificate program.

Individuals who have completed requirements for any one of the first five programs listed above may be recommended for certification in any of the other special education programs* after having completed the appropriate twelve (12) semester hours under the Specialization category (PART II.C.3.) of the program for which the additional certification is sought.

Individuals who have earned a Standard Special Education Certificate based on requirements prior to the 1984 certification standards may be recommended for certification in any of the other special education programs* after having completed the appropriate twelve (12) semester hours under the Specialization category (Part II.C.3.) of the program for which additional certification is sought.

(The list of objectives which apply to A, B, C, D and E appear in the Objectives manual from the Oklahoma Teacher Certification Testing Program.)

*This does not include Special Education Hearing Impaired

Amended by SBE 6/23/86

SPECIAL EDUCATION--EMOTIONALLY DISTURBED

PART I. Introduction

This certificate authorizes the holder to teach exceptional children in the area of Emotionally Disturbed in nurseries and through grade twelve (12) in accredited schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements; and Admissions, General Education and Professional Education Standards as specified on pages 13-18.

C. Specialization--Standard Certificate*

The Standard Special Education--Emotionally Disturbed Certificate requires forty (40) semester hours of Specialization. A minimum of two (2) semester hours in the Survey of Exceptional Individuals is a prerequisite to the Specialization courses. The Survey of Exceptional Individuals may count as part of the forty (40) semester hours of Specialization.

1. Special Education Core Area

Within the forty (40) semester hours of Specialization required for this certificate, a minimum of sixteen (16) semester hours is required in areas (a-g). At least four separate courses are required in this area.

a. Language Development/Disorders and Remediation of Language and Communication Disorders

b. Foundations for Reading Instruction

c. Diagnosis and Remediation of Reading

d. Study of Assessment Instruments, Interpretation, and procedural safeguards in Special Education

e. Behavior Intervention and Management**

f. Identification of and Intervention for Exceptional Infants, Children, and Adolescents

g. Conferencing and Counseling Regarding Exceptional Individuals**

2. Curriculum Content

The area of Specialization shall include twelve (12) semester hours in curriculum content or methods with a minimum of one (1) course in each of the following: mathematics, English, science, and social studies. An additional twelve (12) semester hours in curriculum content are taken as part of the General Education requirements.

*Individuals who have earned a Standard Elementary or Early Childhood Certificate may be eligible for a Standard Special Education Certificate after completing : PART II. C.1.a., d., e., f., and g .; and PART II. C.3.

**Course work in this area may be completed in the Professional Education sequence.

3. Specialization in Emotionally Disturbed

Specialization shall also include a minimum of twelve (12) semester hours in Special Education--Emotionally Disturbed in the following specific areas (a-d):

a. Introduction to and Characteristics of Emotionally Disturbed

b. Procedures for Teaching the Emotionally Disturbed

c. Curriculum Modifications for Exceptional Individuals and Development of Individualized Education Programs.

d. Practicum in Emotionally Disturbed--two (2) semester hours minimum

These twelve (12) semester hours of course work may include topics from more than one categorical specialization area.

4. Electives

Any remaining Specialization courses taken to complete the forty (40) semester hour requirement shall be in Special Education--Emotionally Disturbed, in other Special Education areas, or in other content methods courses.

5. The applicant shall pass the state teacher certification test in Special Education as well as the specific test in Emotionally Disturbed.

D. Provisional Level II Certificate

The Provisional Level II Special Education--Emotionally Disturbed Certificate requires thirty (30) semester hours in Specialization which includes ten (10) semester hours in the core area listed in C.1., ten (10) semester hours in curriculum content from C.2., and six (6) semester hours in Specialization in Emotionally Disturbed from C.3. The remaining four (4) credit hours shall be taken in the core area listed in C. 1, curriculum content from C. 2, and/or other Special Education areas.

The applicant shall pass the state teacher certification test in Special Education as well as the specific test in Emotionally Disturbed.

E. Provisional Level I Certificate

The Provisional Level I Special Education--Emotionally Disturbed Certificate requires twenty-four (24) semester hours in Special Education courses which include eight (8) semester hours from the core area as specified in C.1., eight (8) semester hours in curriculum content from C.2., and four (4) semester hours in Specialization in Emotionally Disturbed from C.3. The remaining semester hours shall be taken in the core area listed in C. 1, curriculum content from C. 2, and/or other Special Education areas.

The applicant shall pass the state teacher certification test in Special Education but is not required to take the specific test in Emotionally Disturbed.

PART III. Special Education--Emotionally Disturbed Certification Objectives

The general Special Education objectives and the specific Emotionally Disturbed objectives appear in the Objectives manual from the Oklahoma Teacher Certification Testing Program.

SPECIAL EDUCATION--PHYSICALLY HANDICAPPED

PART I. Introduction

This certificate authorizes the holder to teach exceptional children in the area of Physically Handicapped in nurseries and through grade twelve (12) in accredited schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements; and Admissions, General Education, and Professional Education Standards as specified on pages 13-18.

C. Specialization--Standard Certificate*

The Standard Special Education--Physically Handicapped Certificate requires forty (40) semester hours of Specialization. A minimum of two (2) semester hours in the Survey of Exceptional Individuals is a prerequisite to the Specialization courses. The Survey of Exceptional Individuals may count as part of the forty (40) semester hours of Specialization.

1. Special Education Core Area

Within the forty (40) semester hours of Specialization required for this certificate, a minimum of sixteen (16) semester hours is required in areas (a-g). At least four separate courses are required in this area.

a. Language Development/Disorders and Remediation of Language and Communication Disorders

b. Foundations for Reading Instruction

c. Diagnosis and Remediation of Reading

d. Study of Assessment Instruments, Interpretation, and procedural safeguards in Special Education

e. Behavior Intervention and Management**

f. Early Identification of and Intervention for Exceptional Infants, Children, and Adolescents

g. Conferencing and Counseling Regarding Exceptional Individuals**

*Individuals who have earned a Standard Elementary or Early Childhood Certificate may be eligible for a Standard Special Education Certificate after completing : PART II. C.1.a., d., e., f., and g .; and PART II. C.3.

**Course work in this area may be completed in the Professional Education sequence.

2. Curriculum Content

The area of Specialization shall include twelve (12) semester hours in curriculum content or methods with a minimum of one (1) course in each of the following: mathematics, English, science, and social studies. An additional twelve (12) semester hours in curriculum content are taken as part of the General Education requirements.

3. Specialization in Physically Handicapped

Specialization shall also include a minimum of twelve (12) semester hours in Special Education--Physically Handicapped in the following specific areas (a- d):

a. Introduction to and Characteristics of the Physically Handicapped

b. Procedures for Teaching the Physically Handicapped

c. Curriculum Modifications for Exceptional Individuals and Development of Individualized Education Programs.

d. Practicum in Physically Handicapped-- two (2) semester hours minimum

These twelve (12) semester hours of course work may include topics from more than one categorical specialization area.

4. Electives

Any remaining Specialization courses taken to complete the forty (40) semester hour requirement shall be in the area of Specialization for the Physically Handicapped, in other Special Education areas, or in other content methods courses.

5. The applicant shall pass the state teacher certification test in Special Education as well as the specific test in Physically Handicapped.

D. Provisional Level II Certificate

The Provisional Level II Special Education--Physically Handicapped Certificate requires thirty (30) semester hours in Specialization which include ten (10) semester hours in the core area listed in C.1., ten (10) semester hours in curriculum content from C.2., and six (6) semester hours in Specialization in Physically Handicapped from C.3. The remaining four (4) credit hours shall be taken in the core area listed in C. 1, curriculum content from C. 2, and/or other Special Education areas.

The applicant shall pass the state teacher certification test in Special Education as well as the specific test in Physically Handicapped.

E. Provisional Level I Certificate

The Provisional Level I Special Education--Physically Handicapped Certificate requires twenty-four (24) semester hours in Special Education courses which include eight (8) semester hours from the core area as specified in C.1; eight (8) semester hours in curriculum content from C.2., and four (4) semester hours in Specialization in Physically Handicapped from C.3. The remaining semester hours shall be taken in the core area listed in C. 1, curriculum content from C. 2, and/or other Special Education areas.

The applicant shall pass the state teacher certification test in Special Education but is not required to take the specific test in Physically Handicapped.

PART III. Special Education--Physically Handicapped Certification Objectives

The general Special Education objectives and the specific Physically Handicapped objectives appear in the Objectives manual from the Oklahoma Teacher Certification Testing Program.

Amended by SBE 6/23/88

SPECIAL EDUCATION--LEARNING DISABILITIES

PART I. Introduction

This certificate authorizes the holder to teach exceptional children in the area of Learning Disabilities in nurseries and through grade twelve (12) in accredited schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements; and Admissions, General Education, and Professional Education Standards as specified on pages 13-18.

C. Specialization--Standard Certificate*

The Standard Special Education--Learning Disabilities Certificate requires forty (40) semester hours of Specialization. A minimum of two (2) semester hours in the Survey of Exceptional Individuals is a prerequisite to the Specialization courses. The Survey of Exceptional Individuals may count as part of the forty (40) semester hours of Specialization.

1. Special Education Core Area

Within the forty (40) semester hours of Specialization required for this certificate, a minimum of sixteen (16) semester hours is required in areas (a-g). At least four separate courses are required in this area.

a. Language Development/Disorders and Remediation of Language and Communication Disorders

b. Foundations for Reading Instruction

c. Diagnosis and Remediation of Reading

d. Study of Assessment Instruments, Interpretation, and procedural safeguards in Special Education

e. Behavior Intervention and Management**

f. Identification of and Intervention for Exceptional Infants, Children, and Adolescents

g. Conferencing and Counseling Regarding Exceptional Individuals**

*Individuals who have earned a Standard Elementary or Early Childhood Certificate may be eligible for a Standard Special Education Certificate after completing PART II. C.1.a., d., e., f., and g .; and PART II. C.3.

**Course work in this area may be completed in the Professional Education sequence.

2. Curriculum Content

The area of Specialization shall include twelve (12) semester hours in curriculum content or methods with a minimum of one (1) course in each of the following: mathematics, English, science, and social studies. An additional twelve (12) semester hours in curriculum content are taken as part of the General Education requirements.

3. Specialization in Learning Disabilities

Specialization shall also include a minimum of twelve (12) semester hours in Special Education--Learning Disabilities in the following specific areas (a- e):

a. Introduction to and Characteristics of Learning Disabilities

b. Language Development/Disorders and Remediation of Language and Communication Disorders (may be satisfied by C. 1. a.)

c. Procedures for Teaching the Learning Disabled

d. Curriculum Modifications for Exceptional Individuals and Development of Individualized Education Programs

e. Practicum in Learning Disabilities--two(2) semester hours minimum

These twelve (12) semester hours of course work may include topics from more than one categorical specialization area.

4. Electives

Any remaining Specialization courses taken to complete the forty (40) semester hour requirement shall be in the area of Specialization for Learning Disabilities, in other Special Education areas, or in other content methods courses.

5. The applicant shall pass the state teacher certification test in Special Education as well as the specific test in Learning Disabilities.

D. Provisional Level II Certificate

The Provisional Level II Special Education--Learning Disabilities Certificate requires thirty (30) semester hours in Specialization which include ten (10) semester hours in the core area listed in C.1., ten (10) semester hours in curriculum content from C.2., and six (6) semester hours in Specialization in Learning Disabilities from C.3. The remaining four (4) credit hours shall be taken in the core area listed in C. 1, curriculum content from C. 2, and/or other Special Education areas.

The applicant shall pass the state teacher certification test in Special Education as well as the specific test in Learning Disabilities.

E. Provisional Level I Certificate

The Provisional Level I Special Education--Learning Disabilities Certificate requires twenty-four (24) semester hours in Special Education courses which include eight (8) semester hours from the core area as specified in C.1; eight (8) semester hours in curriculum content from C.2., and four (4) semester hours in Specialization in Learning Disabilities from C.3. The remaining semester hours shall be taken in the core area listed in C. 1, curriculum content from C. 2, and/or other Special Education areas.

The applicant shall pass the state teacher certification test in Special Education but is not required to take the specific test in Learning Disabilities.

PART III. Special Education--Learning Disabilities Certification Objectives

The general Special Education objectives and the specific Learning Disabilities objectives appear in the Objectives manual from the Oklahoma Teacher Certification Testing Program.

Amended by SBE 6/23/88

SPECIAL EDUCATION--MENTAL RETARDATION

PART I. Introduction

This certificate authorizes the holder to teach exceptional children in the area of Mental Retardation in nurseries and through grade twelve (12) in accredited schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements; and Admissions, General Education, and Professional Education Standards as specified on pages 13-18.

C. Specialization--Standard Certificate*

The Standard Special Education--Mental Retardation Certificate requires forty (40) semester hours of Specialization. A minimum of two (2) semester hours in the Survey of Exceptional Individuals is a prerequisite to the Specialization courses. The Survey of Exceptional Individuals may count as part of the forty (40) semester hours of Specialization.

1. Special Education Core Area

Within the forty (40) semester hours of Specialization required for this certificate, a minimum of sixteen (16) semester hours is required in areas (a-g). At least four separate courses are required in this area.

a. Language Development/Disorders and Remediation of Language and Communication Disorders

b. Foundations for Reading Instruction

c. Diagnosis and Remediation of Reading

d. Study of Assessment Instruments, Interpretation, and procedural safeguards in Special Education

e. Behavior Intervention and Management**

f. Identification of and Intervention for Exceptional Infants, Children, and Adolescents

g. Conferencing and Counseling Regarding Exceptional Individuals**

*Individuals who have earned a Standard Elementary or Early Childhood Certificate may be eligible for a Standard Special Education Certificate after completing PART II. C.1.a., d., e., f., and g .; and PART II. C.3.

**Course work in this area may be completed in the Professional Education sequence.

2. Curriculum Content

The area of Specialization shall include twelve (12) semester hours in curriculum content or methods with a minimum of one (1) course in each of the following: mathematics, English, science, and social studies. An additional twelve (12) semester hours in curriculum content are taken as part of the General Education requirements.

3. Specialization in Mental Retardation

Specialization shall also include a minimum of twelve (12) semester hours in Special Education--Mental Retardation in the following specific areas (a-d):

a. Introduction to and Characteristics of Mental Retardation

b. Procedures for Teaching the Mentally Retarded

c. Curriculum Modifications for Exceptional Individuals and Development of Individualized Education Programs.

d. Practicum in Mental Retardation--two (2) semester hours minimum

These twelve (12) semester hours of course work may include topics from more than one categorical specialization area.

4. Electives

Any remaining Specialization courses taken to complete the forty (40) semester hour requirement shall be in the area of Specialization for Mental Retardation, in other Special Education areas, or in other content methods courses.

5. The applicant shall pass the state teacher certification test in Special Education as well as the specific test in Mental Retardation.

D. Provisional Level II Certificate

The Provisional Level II Special Education--Mental Retardation Certificate requires thirty (30) semester hours in Specialization which include ten (10) semester hours in the core area listed in C.1., ten (10) semester hours in curriculum content from C.2., and six (6) semester hours in Specialization in Mental Retardation from C.3. The remaining four (4) credit hours shall be taken in the core area listed in C. 1, curriculum content from C. 2, and/or other Special Education areas.

The applicant shall pass the state teacher certification test in Special Education as well as the specific test in Mental Retardation.

E. Provisional Level I Certificate

The Provisional Level I Special Education--Mental Retardation Certificate requires twenty-four (24) semester hours in Special Education courses which include eight (8) semester hours from the core area as specified in C.1; eight (8) semester hours in curriculum content from C.2., and four (4) semester hours in Specialization in Mental Retardation from C.3. The remaining semester hours shall be taken in the core area listed in C. 1, curriculum content from C. 2, and/or other Special Education areas.

The applicant shall pass the state teacher certification test in Special Education but is not required to take the specific test in Mental Retardation.

PART III. Special Education--Mental Retardation Certification Objectives

The general Special Education objectives and the specific Mental Retardation objectives appear in the Objectives manual from the Oklahoma Teacher Certification Testing Program.

Amended by SBE 6/23/88

SPECIAL EDUCATION--VISUALLY IMPAIRED

PART I. Introduction

This certificate authorizes the holder to teach exceptional children in the area of Visually Impaired in nurseries and through grade twelve (12) in accredited schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements; and Admissions, General Education, and Professional Education Standards as specified on pages 13-18.

C. Specialization--Standard Certificate*

The Standard Special Education--Visually Impaired Certificate requires forty (40) semester hours of Specialization. A minimum of two (2) semester hours in the Survey of Exceptional Individuals is a prerequisite to the Specialization courses. The Survey of Exceptional Individuals may count as part of the forty (40) semester hours of Specialization.

1. Special Education Core Area

Within the forty (40) semester hours of Specialization required for this certificate, a minimum of sixteen (16) semester hours is required in areas (a-g). At least four separate courses are required in this area.

a. Language Development/Disorders and Remediation of Language and Communication Disorders

b. Foundations for Reading Instruction

c. Diagnosis and Remediation of Reading

d. Study of Assessment Instruments, Interpretation, and procedural safeguards in Special Education

e. Behavior Intervention and Management**

f. Identification of and Intervention for Exceptional Infants, Children, and Adolescents

g. Conferencing and Counseling Regarding Exceptional Individuals**

*Individuals who have earned a Standard Elementary or Early Childhood Certificate may be eligible for a Standard Special Education Certificate after completing PART II. C.1.a., d., e., f., and g.; and PART II. C.3.

**Course work in this area may be completed in the Professional Education sequence.

2. Curriculum Content

The area of Specialization shall include twelve (12) semester hours in curriculum content or methods with a minimum of one (1) course in each of the following: mathematics, English, science, and social studies. An additional twelve (12) semester hours in curriculum content are taken as part of the General Education requirements.

3. Specialization in Visually Impaired

Specialization shall also include a minimum of twelve (12) semester hours in Visually Impaired in the following areas (a- e):

a. Orientation and Mobility

b. Anatomy and Structure of the Eye

c. Curricular Adaptation (working with the visually impaired in the classroom)

d. Curriculum Modifications for Exceptional Individuals and Development of Individualized Education Programs.

e. Practicum in Visually Impaired--two (2) semester hours minimum

These twelve (12) semester hours of course work may include topics from more than one categorical specialization area.

4. Electives

Any remaining Specialization courses taken to complete the forty (40) semester hour requirement shall be in the area of Specialization for the Visually Impaired, in other Special Education areas, or in other content methods courses.

5. The applicant shall pass the state teacher certification test in Special Education as well as the specific test in Visually Impaired.

D. Provisional Level II Certificate

The Provisional Level II Special Education--Visually Impaired Certificate requires thirty (30) semester hours in Specialization which include twelve (12) semester hours in the core area listed in C.1., ten (10) semester hours in curriculum content from C.2., and 4 (4) semester hours in Specialization in Visually Impaired from C.3. The remaining four (4) credit hours shall be taken in the core area listed in C. 1, curriculum content from C. 2, and/or other Special Education areas.

The applicant shall pass the state teacher certification test in Special Education as well as the specific test in Visually Impaired.

E. Provisional Level I Certificate

The Provisional Level I Special Education--Visually Impaired Certificate requires twenty-four (24) semester hours in Special Education courses which include eight (8) semester hours from the core area as specified in C.1; eight (8) semester hours in curriculum content from C.2., and four (4) semester hours in Specialization in Visually Impaired from C.3. The remaining semester hours shall be taken in the core area listed in C. 1, curriculum content from C. 2, and/or other Special Education areas.

The applicant shall pass the state teacher certification test in Special Education but is not required to take the specific test in Visually Impaired.

PART III. Special Education--Visually Impaired Certification Objectives

The general Special Education objectives and the specific Visually Impaired objectives appear in the Objectives manual from the Oklahoma Teacher Certification Testing Program.

SPECIAL EDUCATION--HEARING IMPAIRED

PART I Introduction

This certificate authorizes the holder to teach exceptional children with hearing impairments in nurseries and through grade twelve (12) in accredited schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements; and Admission, General Education, and Professional Education Standards as specified on pages 13-18.

C. Specialization--Standard Certificate

The Standard Special Education--Hearing Impaired Certificate requires forty (40) semester hours in the area of Specialization. The forty (40) semester hours in Specialization shall be distributed as follows:

1. Foundations of Education of the Hearing Impaired--Three (3) semester hours minimum

2. Speech Science and Audiology--A minimum of seven (7) semester hours in the following areas (a-c):

   a. Anatomy and Physiology of the Speech and Hearing Mechanisms--Two (2) semester hours minimum

   b. Hearing Tests and Measurements--Three (3) semester hours minimum

   c. Auditory Training--One (1) semester hour minimum

3. Language and Communication--A minimum of eighteen (18) semester hours in the following areas (a-f):

   a. Normal Language Development--Two (2) semester hours minimum

   b. Teaching Language to the Hearing Impaired--Four (4) semester hours minimum

   c. Teaching Speech to the Hearing Impaired--Four (4) semester hours minimum

   d. Alternate Methods of Communication--Two (2) semester hours minimum

   e. Speechreading--One (1) semester hour minimum

   f. Remaining course work may be chosen from 3. (a-e) above or from: linguistics, phonetics, or language disorders (assessment and remediation).

4. Curriculum and Instruction for the Hearing Impaired--A minimum of eight (8) semester hours from the following with some work in areas 4.a. and 4.b.:

a. Instructional Strategies

b. Curriculum Development

c. Teaching School Subjects with Emphasis in Reading

d. Diagnostic and Prescriptive Teaching

5. Practicum (observation, participation, and practice in a clinical setting)--Three (3) semester hours

6. Electives--One (1) semester hour from Part II.C. (1-4).

D. Provisional Level II Certificate

The Provisional Level II Special Education--Hearing Impaired Certificate requires thirty (30) semester hours in Specialization with some work completed in each of the categories (1-4) from PART II.C.

E. Provisional Level I Certificate

The Provisional Level I Special Education--Hearing Impaired Certificate requires twenty-four (24) semester hours in the area of Specialization with some work completed in each of the categories (1-4) from PART II.C.

F. The applicant shall pass the state teacher certification test in the area of Hearing Impaired.

PART III. Special Education--Hearing Impaired Certification Objectives

The objectives of the Special Education--Hearing Impaired Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

SECONDARY SCHOOL CERTIFICATE PROGRAMS
Grades 7-12

Agriculture
Business
Driver and Safety Education
English
Home Economics
Industrial Arts/Technology Education
Journalism
Mathematics
Science
Social Studies
Speech and Drama

The holder of a Secondary School Certificate is eligible to teach in grade seven (7) through grade twelve (12) in accredited schools of Oklahoma.

Specific Requirements for Secondary School Certificate Programs

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall hold a baccalaureate degree from an accredited college or university.

C. The applicant shall have completed an approved certificate program of the same type as the certificate sought if the training was completed in an Oklahoma college or university.

D. The applicant who is an out-of-state graduate shall have completed academic preparation equivalent to satisfying all requirements specified by the standards for the approved certificate sought.

AGRICULTURE

PART I. Introduction

This certificate authorizes the holder to teach, supervise, and/or administer programs in Agriculture in accredited secondary schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Secondary School Certificate Programs; and Admission, General Education, and Professional Education Standards as specified on pages 13-18.

C. The applicant shall have had four (4) years of agricultural experience since the fourteenth birthday. This experience should have occurred in an individualized, supervised occupational program in Vocational Agriculture, and/or on a farm or other agricultural business.

D. Applicants transferring course work from a junior college or a four-year college not designated as an approved institution for agricultural education, shall complete upper division courses in each area of Specialization at an institution offering an approved program in Agriculture.

E. Specialization--Standard Certificate

The Standard Agriculture Certificate requires forty (40) semester hours in the area of Specialization designed to achieve the objectives cited in PART III. Academic preparation in the following areas (1-4) is required:

1. Agricultural Economics
   a. Principles of Agricultural Economics--Four (4) semester hours minimum
   b. Agricultural Prices or Marketing--Three (3) semester hours minimum
   c. Farm Business Management--Three (3) semester hours minimum
2. Plant Sciences
   a. General Plant Sciences--Six (6) semester hours minimum
   b. Soil Management--Four (4) semester hours minimum
3. Animal Sciences
   a. Animal Production and Management--Seven (7) semester hours minimum
   b. Basic Animal Nutrition--Three (3) semester hours minimum

4. Mechanized Agriculture

   a. Farm Shop Skills--Two (2) semester hours minimum

   b. Farm Mechanics--Two (2) semester hours minimum

   c. Advanced Agricultural Mechanics--Six (6) semester hours minimum

F. Provisional Level II Certificate

The Provisional Level II Agriculture Certificate requires thirty (30) semester hours from PART II.E. to include some course work from each category (1-4).

G. Provisional Level I Certificate

The Provisional Level I Agriculture Certificate requires twenty-four (24) semester hours from PART II.E. to include some course work from each category (1-4).

H. Specialization--Vocational Agriculture Endorsement--Eighteen (18) semester hours

In order to qualify for the Vocational Agriculture Endorsement, applicants shall receive a recommendation for the license/certificate from the State Supervisor of Vocational Agriculture in addition to an institutional recommendation. The following minimum requirements shall be met in addition to the Standard Certificate requirements for the Agriculture Certificate:

1. Science in Field of Specialization--Entomology--Three (3) semester hours minimum

2. Electives in Agriculture--Selected from areas in PART II.E.(1-4), or PART II.H.1.--Fifteen (15) semester hours minimum

I. The applicant shall pass the state teacher certification test in Agriculture.

PART III. Agriculture Certification Objectives

The objectives for the Agriculture Program appear in the Objectives manual for the Oklahoma Teacher Certification Testing Program.

BUSINESS

PART I. Introduction

This certificate authorizes the holder to teach, supervise, and/or administer programs in Business in accredited secondary schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Secondary School Certificate programs; and Admission, General Education, and Professional Education Standards as specified on pages 13-18.

C. Specialization--Standard Certificate

The Standard Business Certificate requires forty (40) semester hours in the area of Specialization designed to achieve the objectives cited in PART III.

1. Course work shall be completed in each of the following areas (a-h) with a minimum of thirty-three (33) semester hours:

   a. Accounting--Six (6) semester hours minimum

   b. Economics--To include one course in Consumer Economics--Six (6) semester hours minimum

   c. Computers in Business/Information Processing--Fundamentals and usage--Six (6) semester hours minimum

   d. Typewriting--Three (3) semester hours minimum other than the beginning course

   e. Office/Secretarial Procedures or Office Management--Three (3) semester hours minimum

   f. Business Law--Three (3) semester hours minimum

   g. Business English/Communications--Three (3) semester hours minimum

   h. Business Mathematics--Three (3) Semester hours minimum

2. Electives--Seven (7) semester hours

   a. Shorthand

   b. Career/Occupational Information

   c. Marketing

   d. Finance

e. Management

f. Business Machines

g. Other Courses from PART II.C.1

D. Provisional Level II Certificate

The Provisional Level II Business Certificate requires thirty (30) semester hours from PART II.C.1.

E. Provisional Level I Certificate

The Provisional Level I Business Certificate requires twenty-four (24) semester hours from PART II.C.I.

F. Endorsement (Vocational Business and Office Endorsement--Twelve (12) semester hours)

The Vocational Business and Office Endorsement shall be coded on a Standard Business Certificate or a Standard Bookkeeping and Clerical Practice Certificate. In order to qualify for the Vocational Business and Office Endorsement, the applicant shall:

1. Have a minimum of one (1) year of experience in approved business or office occupations,

2. Receive a recommendation for the endorsement from the State Supervisor of Vocational Business and Office Education in addition to an institutional recommendation, and

3. Meet the following requirements in addition to those specified for the Standard Business Education Certificate:

   a. Methods/Correlation of Teaching and Vocational Program Applications--Three (3) semester hours minimum

   b. History and Philosophy of Vocational Education--Three (3) semester hours minimum

   c. Six (6) semester hours of approved course work designed to strengthen the individual's skills and competencies in Vocational Business and Office Education.

G. The applicant shall pass the state teacher certification test(s) in Business.

PART III. Business Certification Objectives

The objectives for the Business Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

DRIVER AND SAFETY EDUCATION

PART I. Introduction

This certificate authorizes the holder to teach, supervise and/or administer programs in Driver and Safety Education in accredited secondary schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Secondary School Certificate Programs; and Admission, General Education, and Professional Education Standards as specified onpages 13-18.

C. The applicant shall possess a valid Oklahoma driver's license.

D. Specialization--Standard Certificate

The Standard Driver and Safety Education Certificate requires forty (40) semester hours in Driver and Safety Education and related subjects designed to achieve the objectives cited in PART III. Academic preparation shall be completed as follows:

1. A minimum of three (3) semester hours is required from each area (a-h):
   a. General Safety Education
   b. Driver and Safety Education I
   c. Driver and Safety Education II
   d. First Aid
   e. Motorcycle Education
   f. Alcohol and Drug Education
   g. Auto Mechanics
   h. Motor Vehicle Administration
2. A minimum of sixteen (16) semester hours is required from areas (a-h):
   a. Simulation in Driver Education
   b. Multiple-Car Methods in Driver Education
   c. Audiovisual Education
   d. History and Principles of Driver Education
   e. Philosophy of Safety Education

f. Traffic Engineering Education

g. Teaching Traffic Safety Education

h. Workshops or Seminars in Traffic Safety Education

E. Provisional Level II Certificate

The Provisional Level II Driver and Safety Education Certificate requires thirty (30) semester hours in the area of Specialization which shall include all areas (a-h) in D.1. and six (6) semester hours from D.2.

F. Provisional Level I Certificate

The Provisional Level I Driver and Safety Education Certificate requires twenty-four (24) semester hours in the area of Specialization from D.1 (a-h).

G. The applicant shall pass the state teacher certification test in Driver and Safety Education.

PART III. Driver and Safety Education Certification Objectives

The objectives for the Driver and Safety Education Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

ENGLISH

PART I. Introduction

This certificate authorizes the holder to teach, supervise, and/or administer programs in English in accredited secondary schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Secondary School Certificate Programs; and Admission, General Education, and Professional Education Standards as specified onpages 13-18.

C. Specialization--Standard Certificate

The Standard English Certificate requires forty (40) semester hours* in English and related subjects designed to achieve the objectives cited in PART III. Academic preparation shall be completed in the following areas (1-6):

1. Grammar and Composition--Twelve (12) semester hours minimum
2. Linguistics--Three (3) semester hours minimum
3. American Literature--Six (6) semester hours minimum
4. English Literature--Six (6) semester hours minimum
5. World Literature--Three (3) semester hours minimum
6. Electives--Ten (10) semester hours minimum to include course work from any of the following areas with no more than six (6) semester hours in any one area: English, Speech, Journalism, Drama, and Library Science.

D. Provisional Level II Certificate

The Provisional Level II English Certificate requires thirty (30) semester hours from PART II.C.(1-5).

E. Provisional Level I Certificate

The Provisional Level I English Certificate requires twenty-four (24) semester hours from PART II.C.(1-5).

F. The applicant shall pass the state teacher certification test(s) in English.

*To be eligible to teach American Literature, World Literature, or English Literature, the candidate shall have completed at least six (6) semester hours in the subject to be taught. To be eligible to teach Grammar and Composition, the candidate shall complete at least twelve (12) semester hours in that area.

PART III. English Certification Objectives

The objectives for the English Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

HOME ECONOMICS

PART I. Introduction

This certificate authorizes the holder to teach, supervise, and/or administer programs in Home Economics in accredited secondary schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Secondary School Certificate Programs; and Admission, General Education, and Professional Education Standards as specified onpages 13-18.

C. General Education--A minimum of one organic chemistry course is required as a part of the physical science requirement.

D. Specialization--Standard Certificate

The Standard Home Economics Certificate requires forty (40) semester hours in Home Economics subjects designed to achieve the objectives cited in Part III. Academic preparation in the following areas (1-7) is required:

1. Clothing and Textiles--Decision making in selection and design, and construction and care--Six (6) semester hours minimum

2. Consumer Education--Decision making, legislation and protection, individual and family economics, and consumer behavior--Three (3) semester hours minimum

3. Child Development and Guidance--including supervised experiences in observing and guiding children in an approved child development center--Three (3) semester hours minimum

4. Foods and Nutrition--Nutrition education; and food preparation, meal planning, and service--Six (6) semester hours minimum

5. Housing--Selection and maintenance of family shelter, furnishings, and equipment--Three (3) semester hours minimum

6. Family Living and Parenthood Education--Human development and relationships throughout the life cycle--Three (3) semester hours minimum

7. Resource Management--Decision making experiences in the selection and management of individual, family, and environmental resources including use of electronic technology--Three (3) semester hours minimum

8. Electives--a minimum of thirteen (13) semester hours from Part II.D.(1-7).

E. Provisional Level II Certificate

The Provisional Level II Home Economics Certificate requires thirty (30) semester hours to include at least one (1) course from each category (1-7) under PART II.D..

F. Provisional Level I Certificate

The Provisional Level I Home Economics Certificate requires twenty-four (24) semester hours to include at least one (1) course from each category (1-7) under PART II.D..

G. Specialization--Vocational Home Economics Endorsement--Eighteen (18) semester hours minimum

1. Course work which promotes an understanding of vocational education shall be incorporated as a component of Professional Education for the Vocational Endorsement.

2. Applicants shall receive a recommendation for the license/certificate from the State Supervisor of Vocational Home Economics in addition to an institutional recommendation.

3. In order to qualify for the Vocational Home Economics (Consumer and Homemaking) Endorsement, the following requirements shall be met in addition to the minimum standard certificate requirements for the Home Economics Certificate in PART II.D.(1-7). The electives in PART II.D.8. may be used toward satisfying the Vocational Home Economics Endorsement requirements. Requirements for the Endorsement are as follows:

   a. Career Education--Three (3) semester hours minimum

   b. Child Development and Guidance--Three (3) semester hours minimum

   c. Consumer Education--Three (3) semester hours minimum

   d. Family Living and Parenting--Three (3) semester hours minimum

   e. Housing--Three (3) semester hours minimum

   f. Resource Management--Three (3) semester hours minimum

H. The applicant shall pass the state teacher certification test in Home Economics.

PART III. Home Economics Certification Objectives

The objectives in the Home Economics Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

INDUSTRIAL ARTS/TECHNOLOGY EDUCATION

PART I. Introduction

This certificate authorizes the holder to teach, supervise, and/or administer programs in Industrial Arts/Technology Education in accredited secondary schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Secondary School Certificate Programs; and Admission, General Education, and Professional Education Standards as specified onpages 13-18.

C. Specialization--Standard Certificate

The Standard Industrial Arts/Technology Education Certificate requires forty (40) semester hours in the area of Specialization designed to achieve the objectives cited in PART III. Academic preparation in the following areas (1-5) is required:

1. General Industrial Arts/Technology Education

   a. Safety and Care of Industrial Equipment--Two (2) semester hours minimum

   b. Occupational Cluster including construction, manufacturing, communications and media, and transportation and energy--Three (3) semester hours minimum

2. Industrial Communications

   a. Drafting Technology (e.g. drafting and computer assisted design)--Six (6) semester hours minimum

   b. Graphics or Drafting Technology--Three (3) semester hours minimum

3. Materials and Processes

   a. Wood Technology and/or Construction Processes--Six (6) semester hours minimum

   b. Metal Technology and/or Manufacturing Processes--Six (6) semester hours minimum

4. Energy and Power

   a. Power Technology (automotives, small engines, hydraulics, pneumatics)--Three (3) semester hours minimum

   b. Electricity/Electronics--Six (6) semester hours minimum

5. Electives--Five (5) semester hours

a. Organization and Management of Student Organizations

b. Other courses from PART II.C.(1-4).

D. Provisional Level II Certificate

The Provisional Level II Industrial Arts/Technology Education Certificate requires thirty (30) semester hours from PART II.C.(1-4).

E. Provisional Level I Certificate

The Provisional Level I Industrial Arts/Technology Education Certificate requires twenty-four (24) semester hours from PART II.C.(1-4).

F. The applicant shall pass the state teacher certification test in Industrial Arts/Technology Education.

PART III. Industrial Arts Certification Objectives

The objectives for the Industrial Arts/Technology Education Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

JOURNALISM

PART I. Introduction

This certificate authorizes the holder to teach, supervise, and/or administer programs in Journalism in accredited secondary schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Secondary School Certificate Programs; and Admission, General Education, and Professional Education Standards as specified onpages 13-18.

C. Specialization--Standard Certificate

The Standard Journalism Certificate requires forty (40) semester hours in the area of Specialization designed to achieve the objectives cited in PART III. A minimum of thirty-two (32) hours of academic preparation in areas (1-12) is required:

1. Foundations of Mass Media--Three (3) semester hours minimum
2. Newswriting--Three (3) semester hours minimum
3. Reporting--Three (3) semester hours minimum
4. Graphic Arts--Three (3) semester hours minimum
5. Editing--Three (3) semester hours minimum
6. Advertising--Three (3) semester hours minimum
7. Feature Writing--Three (3) semester hours minimum
8. Supervision of School Publications--Three (3) semester hours minimum
9. Field Experience in Yearbook Production--One (1) semester hour minimum
10. Field Experience in Newspaper Production--One (1) semester hour minimum
11. Radio-TV-Film/Educational Broadcasting--Three (3) semester hours minimum
12. Photography--Three (3) semester hours minimum
13. Electives--Eight (8) semester hours minimum
    a. Legal Aspects of Journalism
    b. Radio-TV Newswriting
    c. Public Relations

d. Radio-TV Production

e. Advanced English Grammar

f. Advanced English Composition

g. Technical Writing

D. Provisional Level II Certificate

The Provisional Level II Journalism Certificate requires thirty (30) semester hours in the area of Specialization. The thirty (30) semester hours shall be selected from areas in Part II.C. and shall include twenty-four (24) semester hours from areas (1-12) of Part II.C..

E. Provisional Level I Certificate

The Provisional Level I Journalism Certificate requires a minimum of twenty-four (24) semester hours from PART II.C. (1-12) .

F. The applicant shall pass the state teacher certification test in Journalism.

PART III. Journalism Certification Objectives

The objectives for the Journalism Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

MATHEMATICS

PART I. Introduction

This certificate authorizes the holder to teach, supervise, and/or administer programs in Mathematics in accredited secondary schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Secondary School Certificate Programs; and Admission, General Education, and Professional Education Standards as specified onpages 13-18.

C. Specialization--Standard Certificate

The Standard Mathematics Certificate requires forty (40) semester hours in the area of Specialization designed to achieve the objectives cited in PART III. Academic preparation in the following areas (1-4) is required:

1. Mathematics at a level above Intermediate Algebra--Twenty four (24) semester hours minimum.

2. Computer Science/Computer Applications

3. Statistics

4. Remaining course work may include Mathematics, Applied Mathematics, Computer Science/Computer Applications, Physics, and Statistics.

D. Provisional Level II Certificate

The Provisional Level II Mathematics Certificate requires a minimum of thirty (30) semester hours in the area of Specialization designed to achieve the objectives cited in PART III. A minimum of eighteen (18) semester hours shall be in Mathematics at a level above Intermediate Algebra. The remaining course work shall be in any of the areas in PART II.C.4.

E. Provisional Level I Certificate

The Provisional Level I Mathematics Certificate requires a minimum of twenty-four (24) semester hours in the area of Specialization including a minimum of twelve (12) semester hours at a level above Intermediate Algebra and may include course work from any areas in PART II.C.4.

F. The applicant shall pass the state teacher certification test(s) in Mathematics.

PART III. Mathematics Certification Objectives

The objectives for the Mathematics Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

SCIENCE

PART I. Introduction

This certificate authorizes the holder to teach, supervise, and/or administer programs in Science in accredited secondary schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Secondary School Certificate Programs; and Admission, General Education, and Professional Education Standards as specified onpages 13-18.

C. Specialization--Standard Certificate

The Standard Science Certificate requires forty (40) semester hours in the area of Specialization designed to achieve the objectives cited in PART III. Academic preparation in the following areas (1-6) is required:

1. Biology--Ten (10) semester hours minimum
2. Chemistry--Ten (10) semester hours minimum
3. Physics--Eight (8) semester hours minimum
4. Earth Science--Three (3) semester hours minimum
5. Anatomy or Physiology (human or mammalian)--Three (3) semester hours minimum
6. Electives to be selected from areas (1-5) or from other science areas.

D. Specialization--Standard Certificate--Alternate Plan

An alternate program for Specialization leading to a Standard Science Certificate requires the completion of a college major in a specific subject area within the field of science. In addition to completing the forty (40) semester hours in the field of Science the candidate shall also complete thirty (30) semester hours in Professional Education and fifty (50) semester hours in General Education.

E. Provisional Level II Certificate

The Provisional Level II Science Certificate requires thirty (30) semester hours in the area of Specialization designed to achieve the objectives cited in PART III. Academic preparation in the following areas (1-4) is required:

1. Biology--Ten (10) semester hours minimum
2. Chemistry--Ten (10) semester hours minimum
3. Physics--Four (4) semester hours minimum

4. Electives--Six (6) semester hours minimum from Part II.2.C.(1-5).

F. Provisional Level I Certificate

The Provisional Level I Science Certificate requires twenty-four (24) semester hours in Biology, Chemistry, or Physics.

G. The applicant shall pass the state teacher certification test(s) in Science.

PART III. Science Certification Objectives

The objectives for the Science Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

SOCIAL STUDIES

PART I. Introduction

This certificate authorizes the holder to teach, supervise, and/or administer programs in social studies in accredited secondary schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Secondary School Certificate Programs; and Admission, General Education, and Professional Education Standards as specified onpages 13-18.

C. Specialization--Standard Certificate

The Standard Social Studies Certificate requires forty (40) semester hours in the area of specialization designed to achieve the objectives cited in PART III. Academic preparation* in each of the following areas (1-7) is required:

1. American History--Twelve (12) semester hours minimum
2. Sociology
3. Geography
4. Government
5. Oklahoma History
6. Economics
7. World History

D. Provisional Level II Certificate

The Provisional Level II Social Studies Certificate requires thirty (30) semester hours in the area of Specialization designed to achieve the objectives cited in PART III. Academic preparation is required in at least five (5) of the areas listed under PART II.C.

E. Provisional Level I Certificate

A Provisional Level I Social Studies Certificate requires twenty-four (24) semester hours from PART II.C.

*To be eligible to teach in any of the subjects listed in Part II. C., the candidate shall have completed at least nine (9) semester hours in the subject to be taught with the exception of Oklahoma History which requires three (3) semester hours and American History which requires twelve (12) semester hours.

F. The applicant shall pass the state teacher certification test(s) in Social Studies.

PART III. Social Studies Certification Objectives

The objectives for the Social Studies Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

SPEECH AND DRAMA

PART I. Introduction

This certificate authorizes the holder to teach, supervise, and/or administer programs in Speech and Drama in accredited secondary schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Secondary School Certificate Programs; and Admission, General Education, and Professional Education Standards as specified onpages 13-18.

C. Specialization--Standard Certificate

The Standard Speech and Drama Certificate requires forty (40) semester hours in the area of Specialization designed to achieve the objectives cited in PART III.

1. Course work shall be completed in each of the following areas (a-j) with a minimum of thirty (30) semester hours:

   a. Introduction to Speech Communication Processes

   b. Introduction to Theatre/Theatre History

   c. Oral Interpretation

   d. Stagecraft

   e. Group Discussion

   f. Debate

   g. Acting

   h. Broadcasting

   i. Theatre Production

   j. Speech Preparation and Delivery

2. Electives--Ten (10) semester hours in addition to the above are required for the standard certificate and may be selected from course work in Speech, Theatre, or Communication.

D. Provisional Level II Certificate

The Provisional Level II Speech and Drama Certificate requires thirty (30) semester hours including course work in each area (a-j) in PART II.C.1..

E. Provisional Level I Certificate

The Provisional Level I Speech and Drama Certificate requires twenty-four (24) semester hours from PART II.C.1.(a-j).

F. The applicant shall pass the state teacher certification test in Speech and Drama.

PART III. Speech and Drama Certification Objectives

The objectives for the Speech and Drama Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

SCHOOL SERVICE PERSONNEL CERTIFICATE PROGRAMS

School Counselor
Library Media Specialist
Elementary School Principal
Secondary School Principal
School Superintendent
School Psychometrist
School Psychologist
Speech-Language Pathology

The holder of a School Service Personnel Certificate will be eligible to serve in the schools of Oklahoma at either elementary, secondary, or elementary-secondary levels, depending on the specific certificate program completed.

Specific Requirements for School Service Personnel Certificate Programs

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall hold a master's degree from an accredited college or university.

C. The applicant shall have completed an approved certificate program of the same type as the certificate sought if the program was completed in an Oklahoma college or university.

D. The applicant who is an out-of-state graduate shall have completed academic preparation equivalent to the requirements specified by the standards for the certificate sought.

E. Appropriate back-up certificates for the administrators' certificates are:

1. Elementary Principal Certificate--A valid Oklahoma Standard or Provisional Early Childhood, Elementary Education, Library Media Specialist, Speech-Language Pathology, or Elementary-Secondary Certificate.

2. Secondary Principal Certificate--A valid Oklahoma Standard or Provisional Secondary, Elementary-Secondary, Library Media Specialist, Vocational-Technical, or Speech-Language Pathology Certificate.

3. Superintendent Certificate--A valid Oklahoma Standard or Provisional Early Childhood, Elementary Education, Elementary-Secondary, Secondary, Vocational-Technical, Library Media Specialist, or Speech-Language Pathology Certificate.

Amended by SBE 4/28/88
Effective 8/11/88

SCHOOL COUNSELOR

PART I. Introduction

This certificate authorizes the holder to serve as a counselor at elementary and/or secondary level(s) in accredited schools in Oklahoma.

PART II. Special Criteria

A. Standard Certificate

1. Prerequisites

a. The applicant shall hold a valid Oklahoma Standard or Provisional teaching certificate.

b. The applicant shall have had a minimum of two (2) years classroom teaching experience or experience as a certified school counselor in an accredited school within the last five (5) years.

c. The applicant shall have had at least twelve (12) months of cumulative work experience outside the field of education.

2. Requirements

a. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

b. The applicant shall have a master's degree from an accredited college or university and shall have completed an approved program for the preparation of school counselors. All course work shall be at the graduate level.

c. The Standard School Counselor Certificate requires twenty-four (24) semester hours in the foliowing:

1) Core Requirements--minimum of twelve (12) semester hours

a) Introduction to Counseling and Guidance

b) Career Education

c) Individual Counseling Theory and Techniques

d) Group Counseling Theory and Techniques

e) Testing and Assessment

The applicant shall complete one or both of the following options:

2) Elementary Counselor Option requires twelve (12) semester hours to include a minimum of one (1) course in each of the following areas (a-d):

a) Developmental Guidance in Elementary Schools

b) Intervention Strategies for the Elementary Counselor

c) Practicum for Elementary Counselors

d) Child Growth and Development

3) Secondary Counselor Option requires twelve (12) semester hours to include at least one (1) course in each of the following areas (a-d):

a) Developmental Guidance in Secondary Schools

b) Intervention Strategies for the Secondary Counselor

c) Practicum for Secondary Counselors

d) Adolescent Growth and Development

B. Provisional Level II Certificate

1. Prerequisites

a. The applicant shall hold a valid Standard or Provisional teaching certificate.

b. The applicant shall have had a minimum of two (2) years classroom teaching experience or experience as a certified school counselor within the last five (5) years.

c. The applicant shall have had a minimum of twelve (12) months of cumulative work experience outside the field of education.

2. Requirements

a. The Provisional Level II School Counselor Certificate requires eighteen (18) semester hours in the following areas (1-8) with some work in each area:

1. Introduction to Counseling and Guidance

2. Developmental Guidance *

3. Individual Counseling Theory and Techniques

4. Group Counseling Theory and Techniques

5. Practicum *

6. Growth and Development *

*Appropriate to the level sought

7. Measurement

8. Career Education

b. The applicant shall pass the state teacher certification test for School Counselor.

PART III. School Counselor Certification Objectives

The objectives for the School Counselor Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

LIBRARY MEDIA SPECIALIST

PART I. Introduction

This certificate authorizes the holder to supervise and/or administer Library Media services in kindergarten and through grade twelve (12) in accredited schools in Oklahoma and to teach Library Media in kindergarten and through grade twelve (12). This standard certificate requires completion of an approved program at both the undergraduate level and the graduate level.

PART II. Special Criteria

A. Provisional Level II Certificate (Undergraduate Component)

1. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

2. The applicant shall satisfy all Admission and General Education Standards as specified on pages 13-18.

3. The applicant shall satisfy all Professional Education Standards, including the completion of a minimum of thirty (30) semester hours, as specifed on pages 14-17 for a Standard Certificate Program.

4. The undergraduate component requires forty (40) semester hours in the area of Specialization designed to achieve the objectives cited in PART III.

   a. Specialization--twenty-four (24) semester hours including one (1) course in each of the following areas (1-8):

      1) Library Media Management

      2) Reference

      3) Selection of Print and Non-Print Material

      4) Cataloging of Print and Non-Print Material

      5) Books and Materials for Children (Fiction and Non-Fiction)

      6) Books and Materials for Young People (Fiction and Non-Fiction)

      7) Instructional Materials Production

      8) Computer Resource Utilization

   b. Curriculum--Sixteen (16) semester hours minimum

      The courses in this sequence shall be from a minimum of three (3) different content areas. Specific content area methods courses may be used. Some courses shall be at the elementary level and some at the secondary level.

B. Standard Certificate (Graduate Component)

1. The Standard Library Media Specialist Certificate requires thirty-two (32) semester hours of graduate course work culminating in a master's degree.

2. Graduate course work in the following areas is required:

   a. Specialization--Twelve (12) semester hours including one (1) course in each of the following areas (1-4) designed to achieve the objectives cited in Part III:

      1) Communication and Learning Theory

      2) Design and Development of Instructional Materials

      3) Public Relations for the School Library Media Program

      4) Management of Materials and Equipment

   b. Curriculum--Eight (8) semester hours

      Courses in this area shall be appropriately distributed from graduate courses at both the elementary and secondary levels.

   c. Electives--Sufficient semester hours to complete the master's degree.

C. Conversion Program for Standard Certification

1. Applicants for the Standard Library Media Specialist Certificate may qualify for the conversion plan if they hold and maintain a valid Oklahoma Standard or Provisional Certificate in one of the following areas: Early Childhood, Elementary Education, Elementary-Secondary or Secondary Education.

2. The Standard Library-Media Certificate under the conversion program requires thirty-six (36) semester hours in the area of Specialization.

   a. Undergraduate or graduate course work--Twenty-four (24) semester hours minimum including one (1) course in each of the following areas (1-8):

      1) Library Media Management

      2) Reference

      3) Selection of Print and Non-Print Materials

      4) Cataloging of Print and Non-Print Materials

      5) Books and Materials for Children (Fiction and Non-Fiction)

      6) Books and Materials for Young People (Fiction and Non-Fiction)

      7) Instructional Materials Production

      8) Computer Resource Utilization

b. Graduate course work--Twelve (12) semester hours minimum including one (1) course in each of the following areas (1-4):

1) Communication and Learning Theory

2) Design and Development of Instructional Materials

3) Public Relations for the School Library Media Program

4) Management of Materials and Equipment

c. Electives--Sufficient semester hours to complete the master's degree.

D. Conversion Program for Provisional Level II Certificate

The Provisional Level II Library Media Specialist Certificate under the conversion program requires twenty-seven (27) semester hours from the Specialization areas listed in PART II.C.2.a.(1-8) and b.(1-4). In addition, applicants for the Provisional Level II Certificate shall hold and maintain a valid Oklahoma Standard or Provisional Certificate in one of the following areas: Early Childhood, Elementary Education, Elementary-Secondary, or Secondary.

E. The applicant shall pass the state teacher certification test for Library Media Specialist.

PART III. Library Media Specialist Certification Objectives

The objectives that will be reflected here are not finalized at this time. It is assumed that these objectives will be a blending of the current School Librarian Objectives and the current Audiovisual Specialist Objectives.

Amended by SBE 4/28/88
Effective 8/11/88

ELEMENTARY SCHOOL PRINCIPAL

PART I. Introduction

This certificate authorizes the holder to serve as principal of accredited elementary or middle schools in Oklahoma.

PART II. Special Criteria

A. Standard Certificate

1. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

2. The applicant shall have had two (2) years of teaching experience in an accredited elementary or middle school.

3. The applicant shall hold and maintain a valid Oklahoma Standard or Provisional Certificate in one of the following areas: Early Childhood, Elementary Education, Library Media Specialist, Speech-Language Pathology, or Elementary-Secondary.

4. The applicant shall hold a master's degree granted by an institution accredited by a regional accrediting association.

5. The applicant shall have completed an approved graduate program in educational administration. The program shall include sixteen (16) semester hours of post-master's work in school administration and other work appropriate to school administration beyond the work required for the provisional certificate. Graduate credit should be designed to meet the objectives cited in Part III, and shall include a minimum of one (1) course in each of the following areas (a-f):

   a. Development, Organization, and Control of Public Education

   b. Human Development in Elementary Education

   c. Human Relations Management in the Elementary School

   d. Elementary School Services and Curriculum

   e. Supervision and Evaluation of Instruction and Special Programs in the Elementary School

   f. Legal Aspects of Public Education

6. Work in any of the areas (a-f) in Part II.A.6 above taken as a part of the program for the provisional certificate may be accepted toward fulfilling the standard certificate program if taken on the graduate level. This will not reduce the total number of semester hours required of post-master's degree work in school administration.

B. Provisional Level II Certificate

1. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

2. The applicant shall have had two (2) years of teaching experience in an accredited elementary or middle school.

3. The applicant shall hold and maintain a valid Oklahoma Early Childhood, Elementary, Elementary-Secondary, Library Media Specialist, or Speech-Language Pathology Certificate.

4. The applicant shall have completed a minimum of eighteen (18) semester hours of graduate course work which is acceptable in satisfying the requirements for the standard certificate. The courses shall be designed to meet the objectives cited in Part III and shall include at least one course from each of the six areas (a-f) listed in PART II.A.6. above.

5. The applicant shall hold a master's degree.

6. The applicant shall pass the state teacher certification test for Elementary Principal.

PART III. Elementary School Principal Certification Objectives

The objectives for the Elementary School Principal Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

Amended by SBE 4/28/88
Effective 8/11/88

SECONDARY SCHOOL PRINCIPAL

PART I. Introduction

This certificate authorizes the holder to serve as principal of accredited middle, junior high, or senior high schools in Oklahoma.

PART II. Special Criteria

A. Standard Certificate

1. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

2. The applicant shall have had two (2) years of teaching experience in an accredited middle, junior high, or senior high school.

3. The applicant shall hold and maintain a valid Oklahoma Standard or Provisional Certificate in one of the following areas: Secondary, Vocational-Technical, Elementary-Secondary, Library Media Specialist, or Speech--Language Pathology.

4. The applicant shall hold a master's degree granted by an institution accredited by a regional accrediting association.

5. The applicant shall have completed an approved graduate program in educational administration. The program shall include sixteen (16) semester hours of post-master's work in school administration and other work appropriate to school administration beyond the work required for the provisional certificate. Graduate credit should be designed to meet the objectives cited in Part III and shall include a minimum of one course in each of the following areas (a-f):

   a. Development, Organization and Control of Public Education

   b. Human Development in Secondary Education

   c. Human Relations Management in the Secondary School

   d. Secondary School Services and Curriculum

   e. Supervision and Evaluation of Instruction and Special Programs in the Secondary School

   f. Legal Aspects of Public Education

6. Work in any of the areas (a-f) in Part II.A.6. above taken as a part of the program for the provisional certificate may be accepted toward fulfilling the standard certificate program if taken on the graduate level. This will not reduce the total number of semester hours required of post-master's degree work in school administration.

B. Provisional Level II Certificate

1. The applicant shall satisfy all "General Regulations" specified on page 5-11.

2. The applicant shall have had two (2) years of teaching experience in an accredited middle, junior high, or senior high school.

3. The applicant shall hold and maintain a valid Oklahoma Secondary, Vocational-Technical, Elementary-Secondary, Library Media Specialist, or Speech--Language Pathology Certificate.

4. The applicant shall have completed a minimum of eighteen (18) hours of graduate work which are acceptable in satisfying the requirements for the standard certificate. The courses shall be designed to meet the objectives cited in Part III and shall include at least one (1) course from each of the six (6) areas (a-f) listed in II.A.6. above.

5. The applicant shall hold a master's degree.

6. The applicant shall pass the state teacher certification test for Secondary Principal.

C. Vocational Administration Endorsement

The Vocational Administration Endorsement requires a course in Organization and Administration of Vocational-Technical Programs in addition to the minimum certificate requirements for the secondary principal.

PART III. Secondary School Principal Certification Objectives

The objectives for the Secondary School Principal Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

Amended by SBE 4/28/88
Effective 8/11/88

SCHOOL SUPERINTENDENT

PART I. Introduction

This certificate authorizes the holder to serve as county superintendent of schools or as superintendent of schools in accredited school systems in Oklahoma.

PART II. Special Criteria

A. Standard Certificate

1. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

2. The applicant shall have had two (2) years teaching experience and two (2) years supervisory or administrative experience.

3. The applicant shall hold and maintain a valid Oklahoma Standard or Provisional Certificate in one of the following areas: Early Childhood, Elementary, Elementary-Secondary, Secondary, Vocational-Technical, Library Media Specialist, or Speech-Language Pathology.

4. The applicant shall hold a master's degree granted by an institution accredited by a regional accrediting association.

5. The applicant shall have completed an approved graduate program in educational administration. The program shall include thirty (30) semester hours of post-master's work in school administration and other work appropriate to school administration beyond the work required for the provisional certificate. This thirty (30) semester hours of graduate credit must be post-master's work completed at an institution accredited at the sixth year level. Graduate credit should be designed to meet the objectives cited in Part III and shall include at least one (1) course in each of the following areas (a-f):

   a. Development, Organization and Control of Public Education

   b. Personnel Administration and Leadership in the School Superintendency

   c. Finance and Business Administration in the School District

   d. Planning for School Facilities and Programs

   e. Supervision and Evaluation of Instruction of Special Programs

   f. Legal Aspects of Public Education

6. Work in any of the areas (a-f) in Part II.A.6. above taken as a part of the program for the provisional certificate may be accepted toward fulfilling the standard certificate

program if taken on the graduate level. This will not reduce the total number of semester hours required of post-master's degree work in school administration.

B. Provisional Level II Certificate

1. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

2. The applicant shall have had two years of teaching experience and one year of supervisory or administrative experience in an accredited school.

3. The applicant shall hold and maintain a valid Oklahoma Early Childhood, Elementary, Elementary-Secondary, Secondary, Vocational-Technical, Library Media Specialist, or Speech--Language Pathology Certificate.

4. The applicant shall have completed a minimum of twenty-four (24) semester hours of graduate course work which is acceptable in satisfying the requirements for the standard certificate. A minimum of nine (9) semester hours shall be at the post-master's level. The courses should be designed to achieve the objectives cited in Part III and shall include at least one (1) course from each of the areas (a-f) listed in PART II.A.6. above.

5. The applicant shall hold a master's degree.

6. The applicant shall pass the state teacher certification test for School Superintendent.

C. Requirements For First Year Superintendents in Oklahoma

The following requirements shall be met by each superintendent employed for the first time in the State of Oklahoma as a district superintendent:

1. The superintendent shall attend a one (1) week summer training seminar at the State Department of Education prior to the beginning of the first year of employment as a district superintendent.

2. The superintendent shall attend three (3) seminars for two (2) days each during the school year at the State Department of Education during the first year of employment as a district superintendent.

The Standard or Provisional School Superintendent Certificate issued for the first year of employment as a district superintendent shall be considered invalid for the second year if the certificate holder has not attended all the seminars identified above prior to the second year of employment as a district superintendent. Any district superintendent employed after the summer training seminar has been offered shall enter the program at the point of employment and shall attend all the seminars identified above.

D. Vocational Administration Endorsement

The Vocational Endorsement requires a course in Organization and Administration of Vocational-Technical Programs in addition to the minimum certificate requirements for the School Superintendent.

PART III. School Superintendent Certification Objectives

The objectives for the School Superintendent Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

SCHOOL PSYCHOMETRIST

PART I. Introduction

This certificate authorizes the holder to serve as a school psychometrist in accredited schools in Oklahoma.

PART II. Special Criteria

A. Standard Certificate

1. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

2. The applicant shall meet one of the following conditions (a or b):

   a. Hold and maintain a standard or provisional certificate in one of the following areas: Early Childhood, Elementary Education, Library Media Specialist, Speech-Language Pathology, Elementary-Secondary, or Secondary.

   b. Have completed course work in the teaching of reading and the teaching of mathematics. These courses shall have been followed by a one hundred twenty (120) clock hour preprofessional field experience in regular education and special education.

3. The applicant shall hold a master's degree in one of the following fields: General Psychology, Educational Psychology, Child Psychology, Special Education, Counseling, or a related field.

4. The following courses are prerequisites to approved provisional and standard certificate programs in School Psychometry and may be taken at the undergraduate or graduate level. The applicant shall have completed at least one (1) course in each of the following areas (a-e).

   a. Introduction to Psychology

   b. Child or Adolescent Psychology

   c. Educational Psychology

   d. Exceptional Child

   e. Educational Foundations

5. The Standard School Psychometrist Certificate shall include twenty-four (24) semester hours of graduate course work designed to meet the objectives cited in Part III, and shall include the following areas (a-d).

   a. A minimum of ten (10) semester hours with one (1) course in each of the following areas (1-4):

      1) Special Education

2) Child Psychology, Developmental Psychology, Adolescent Psychology, Human Growth and Development

3) Abnormal Psychology, Clinical Child Psychology, Psychopathology

4) Statistics

b. Psychoeducational Diagnostic Procedures with academic preparation in each of the following areas with no more than two (2) areas integrated into a single course:

1) Standardized Individual Tests of Intellectual Assessment (Wechsler scales and Stanford-Binet are both required)

2) Psychoeducational Evaluation Procedures (i.e. comprehensive assessment of all academic areas)

3) Standardized Group Tests of Intellectual Assessment

c. Practicum in School Psychometry--Two (2) semester hours (one hundred fifty (150) clock hours minimum)

d. Introductory seminar in School Psychological Services--Two (2) semester hours.

e. Electives--the remaining semester hours of graduate course work may be from related areas required for the completion of the master's degree.

6. The applicant shall pass the state teacher certification test for School Psychometry.

B. Provisional Level II Certificate

1. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

2. The applicant shall have completed all of the prerequisite requirements listed in PART II.A.4.

3. The applicant shall complete twenty-four (24) semester hours of graduate course work beyond the prerequisites including all course work under PART II.A.5. (a-c). A master's degree is not required for a Provisional Level II School Psychometrist Certificate.

4. The applicant shall pass the state teacher certification test for School Psychometry.

PART III. School Psychometrist Certification Objectives

The objectives for the School Psychometry Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

SCHOOL PSYCHOLOGIST

PART I. Introduction

This certificate authorizes the holder to serve as a school psychologist in accredited schools in Oklahoma.

PART II. Special Criteria

A. Standard Certificate (only certificate option available for the School Psychologist).

1. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

2. The applicant shall meet one of the following conditions (a or b):

   a. Hold and maintain a standard or provisional certificate in one of the following areas: Early Childhood, Elementary Education, Elementary-Secondary, or Secondary.

   b. Have completed course work in the teaching of reading and the teaching of mathematics. These courses shall have been followed by a one hundred twenty (120) clock hour preprofessional field experience in regular education and special education.

3. The applicant shall hold a master's degree in one of the following areas: General Psychology, Special Education, Child Psychology, Educational Psychology, Counseling, or a related area.

4. The Standard School Psychologist Certificate requires sixty (60) semester hours of graduate course work.

5. The graduate course work required in the area of Specialization may be counted from work taken as part of the master's degree and from the graduate course work beyond the master's degree. These graduate hours are determined by the objectives cited in Part III and distributed as follows:

   a. A minimum of three (3) semester hours in each of the following categories (1-11):

      1) Conferencing and Counseling Regarding Exceptional Individuals

      2) Individual Cognitive Assessment

      3) Individual Affective Assessment

      4) Individual Psychoeducational Assessment

      5) School Organization and Administration

      6) Educational Psychology Learning and Instructional Theory

7) Child Psychology
Developmental Psychology
Adolescent Psychology
Human Growth and Development

8) Abnormal Psychology
Clinical Child Psychology

9) Social Psychology
Theories of Personality

10) Statistics Research Design or Methodology

11) Standardized Group Assessment

b. A minimum of six (6) semester hours from the following areas (1-4):

1) Behavior Modification

2) Group Techniques

3) Techniques of Counseling

4) Psychotherapy

c. A minimum of five (5) semester credit hours from the following areas (1-3):

1) Practicum in School Psychometry--Two (2) semester hours minimum and one hundred fifty (150) clock hours minimum

2) Practicum in School Psychology--Two (2) semester hours minimum and one hundred fifty (150) clock hours minimum

3) Seminar in School Psychological Services--One (1) semester hour minimum

d. Internship--Six (6) semester hours minimum and one thousand (1000) clock hours minimum of direct services.

e. The remaining semester hours of graduate course work may be taken from related areas and/or areas required for completion of the master's degree.

6. The applicant shall pass the state teacher certification test for School Psychologist.

PART III. School Psychologist Certification Objectives

The objectives for the School Psychologist Program appear in the Objectives manual of the Oklahoma Teacher Certification Test Program.

Amended SBE 7/28/88
Amended SBE 2/3/89

SPEECH-LANGUAGE PATHOLOGY

PART I. Introduction

This certificate authorizes the holder to provide speech-language pathology services in any accredited school in Oklahoma. The speech-language pathologist is a professional concerned with the clinical diagnosis, evaluation and remediation of communication handicaps which impair an individual's ability to appropriately access social and academic learning experiences.

PART II. Special Criteria

A. Provisional Level II Component

1. The applicant shall satisfy all "General Regulations" specified on pages 1-8.

2. The applicant shall hold a baccalaureate degree.

3. The applicant shall have completed forty (40) semester hours inthe Specialization area designed to achieve the objectives cited in PART III.

4. The forty (40) semester hours shall include the following:

   a. Basic areas of Speech and Language--A minimum of nine (9) semester hours is required with a course in each of the following areas:

      1) Anatomy and Physiology of Speech and Hearing Mechanism

      2) Processes and Perception of Speech and Hearing (Phonetics, Acoustics, and Speech and Hearing Voice Science)

      3) Normal Speech and Language Development (Normal Development of Language, Linguistics, Psychology of Speech, and Verbal Learning)

   b. Speech-Language Pathology, Nature, Diagnosis, and Treatment--A minimum of twenty-one (21) semester hours to include six (6) semester hours from areas 1) and 2) below with the remaining course work selected from areas (1 through 7) to total twenty-one (21) semester hours.

      1) Articulation Disorders
      2) Language Disorders in Children
      3) Introduction to Speech and Hearing
      4) Stuttering
      5) Voice Disorders
      6) Speech and Language--Evaluation Procedures
      7) Organic Disorders

   c. Audiology, Nature, Diagnosis, and Treatment--A minimum of six (6) semester hours to include course work in areas 1) and 2) is required:

      1) Audiology
      2) Aural Rehabilitation
      3) Teaching Speech and Language to the Hearing Impaired

d. Practicum--Four (4) semester hours minimum to equal 150 clock hours.

B. Standard Certificate*

1. The applicant shall have completed a minimum of two (2) semester hours in each of the following:

   a. History and Philosophy of Education
   b. Education of the Exceptional Child

   These hours may be completed at the graduate level or at the undergraduate level applied along with the general education hours, specialization hours and any related elective hours required to complete the baccalaureate degree requirements.

2. The applicant shall have completed a program of graduate studies which meets the academic requirements for the Certificate of Clinical Competence (C.C.C.) from the American Speech-Language-Hearing Association (ASHA) or the state license in Speech Pathology from the Oklahoma Board of Examiners in Speech Pathology and Audiology.

3. Recency Requirements--The applicant shall have completed at least nine (9) semester hours within the past five (5) years. Evidence of speech-language pathology experience in a hospital, other agency, or private practice may be substituted at a rate of three (3) semester hours for each year of experience.

4. Renewal Requirements--The holder of a Standard Speech-Language Pathologist Certificate shall complete a minimum of nine (9) semester hours every five (5) years. Evidence of speech-language pathology experience in a hospital, other agency, or private practice occurring in the five-year period preceding application for renewal may be substituted at a rate of three (3) semester hours for each year of experience.

C. The applicant shall pass the state teacher certification test in Speech-Language Pathology.

PART III. Speech-Language Pathology Certification Objectives

The objectives for the Speech-Language Pathology Program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

*The Speech-Language Pathology Certificate can only serve as a backup certificate and have endorsements attached when the professional education component has been completed.

CURRICULUM ADMINISTRATOR

PART I. Introduction

The holder of a Curriculum Administrator certificate is authorized to serve as Curriculum Director, Curriculum Supervisor, and Assistant or Associate Superintendent for Curriculum* at the district level in any accredited school system in Oklahoma. This certificate is available, but not required, for individuals to serve as a Curriculum Administrator.

PART II. Special Criteria

A. Standard Certificate

1. The applicant shall satisfy all general regulations of eligibility stated on pages 5-11.

2. The applicant shall hold and maintain a valid Oklahoma standard teaching certificate in one of the following areas: Early Childhood, Elementary, Elementary-Secondary, Secondary, Vocational-Technical, Library Media Specialist, or Speech-Language Pathology.

3. The applicant is required to have had two years of teaching experience.

4. The program shall include at least seventy-two (72) semester hours of graduate course work appropriate to the Curriculum Administrator program. The coursework should be designed to achieve the objectives cited in Part III.

5. The applicant shall pass the State Teacher Certification Test (Curriculum Administrator) prior to being issued a certificate.

6. Graduate course work shall be required in the following areas for the Standard certificate:

   a. Common Core (Curriculum, Supervision, and Instruction)--thirty-six (36) semester hours.

   b. Foundations (Sociological, Philosophical, and Historical)--six (6) semester hours.

   c. Learning Theory and Human Development--six (6) semester hours.

   d. Research and Evaluation--twelve (12) semester hours.

   e. Administration, Management, and Organizational Dynamics--nine (9) semester hours.

   f. Practicum (*Field Experiences and Internships)--three (3) semester hours.

   g. Course work in any of the above areas, taken as a part of the program for the Provisional Level II certificate for the Curriculum Administrator may be accepted toward fulfilling the standard certificate program.

7. The applicant shall hold a master's degree from an institutional program accredited by a national accrediting agency.

B. Provisional Level II Certificate

1. The applicant shall fulfill all general regulations of eligibility.

2. The applicant shall hold and maintain a valid Oklahoma standard teaching certificate in one of the following areas: Early Childhood, Elementary, Elementary-Secondary, Secondary, Vocational-Technical, Library Media Specialist, or Speech-Language Pathology.

3. The applicant is required to have had two years of teaching experience.

4. The applicant shall hold a master's degree from an institution accredited at the national level.

5. Institutions must have this program accredited by a national accrediting agency.

6. The program shall include at least sixty (60) semester hours of graduate course work which will be accepted as part of an approved program for the standard certificate. At least twenty-four (24) semester hours of course work shall be taken at an institution accredited to offer degrees at the post-Master's level. The courses should be designed to achieve the objectives cited in Part III and should include at least twenty-four (24) semester hours from Part II.A.6a.; and at least one course in each of areas Part II.A.6.b.-f., as stipulated in requirements for the standard certificate.

7. The applicant shall pass the State Teacher Certification Test (Curriculum Administrator) prior to being issued a certificate.

PART III. Curriculum Administrator Certification Objectives

The objectives for the Curriculum Administrator program appear in the Objectives manual of the Oklahoma Teacher Certification Testing Program.

*The holder of the Curriculum Administrator certificate will not be able to serve as district superintendent of schools unless such requirements have also been met for the school superintendent certificate.

SPECIALIZED SERVICES PROGRAMS

School Nurse
Occupational Therapy
Physical Therapy

SCHOOL NURSE

PART I. Introduction

This certificate authorizes a registered nurse to provide School Nurse services in accredited nurseries, elementary schools, or secondary schools in Oklahoma.

PART II. Special Criteria

A. Standard Certificate

1. The applicant shall satisfy all "General Regulations" as specified on pages 5-11

2. The applicant shall be a graduate of an appropriately accredited school of nursing.

3. The applicant shall hold a baccalaureate degree in nursing or a baccalaureate degree from an accredited four-year college or university.

4. The applicant shall hold a current registered nurse's license issued by the Oklahoma State Board of Nurse Registration and Nursing Education. A copy of the current license shall accompany the application for the certificate.

5. The applicant shall have completed two (2) years of school experience.

6. Requirements for Renewal--The holder of a Standard School Nurse Certificate shall complete a minimum of nine (9) semester hours every five (5) years. The following experiences when validated may be substituted for the nine (9) semester hours at the rate of three (3) semester hours for each year of such experiences if the experience occurred within the last five (5) years: teaching experience, school nurse experience, experience as a nurse in a hospital, or experience as a nurse in a health agency that delivers health services to school age children.

7. The applicant shall have completed a minimum of eighteen (18) semester hours in Professional Education. This course work which may be completed as a part of the degree requirements shall include the following areas (a and b):

   a. A minimum of twelve (12) semester hours in areas (1-4) below with some course work completed in each area:

      1) History and Philosophy of Education

      2) Psychology of Exceptional Children

      3) Methods of Teaching and Administration in a School Health Program

4) School Nurse Practicum--A minimum of forty-five (45) clock hours or one (1) year of experience as a school nurse

b. A minimum of six (6) semester hours in the following areas (1-6):

1) Educational Psychology

2) Developmental Psychology

3) Theories of Leadership and Administration in Nursing

4) Instructional Media

5) Educational Guidance and Counseling

6) Introduction to Learning Disabilities

B. Provisional Level II Certificate--Baccalaureate Degree Plan

1. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

2. The applicant shall hold a baccalaureate degree in nursing or a baccalaureate degree from an accredited four-year college or university.

3. The applicant shall hold a current registered nurse's license issued by the Oklahoma State Board of Nurse Registration and Nursing Education. A copy of the current license shall accompany the application for the certificate.

4. The applicant shall have completed at least nine (9) semester hours within the past five (5) years. The following experiences when validated may be substituted for the nine (9) semester hours at the rate of three (3) semester hours for each year of such experience if the experience occurred within the last five (5) years: teaching experience, school nurse experience, experience as a nurse in a hospital, or experience as a nurse in a health agency that delivers health services to school age children.

5. School nurses holding a Provisional Level II Certificate shall complete standard certification requirements within ten (10) years of initial issuance of the Provisional Level II Certificate.

C. Provisional Level II Certificate--Non Degree Plan

1. The applicant shall meet all requirements of the Provisional level II School Nurse Certificate under the baccalaureate degree plan except the degree.

2. The applicant shall have had two (2) years of appropriate experiences as follows: teaching experience, school nurse experience, experience as a nurse in a hospital, or experience as a nurse in a health agency that delivers health services to school age children.

3. This certificate may be renewed each two (2) years provided nine (9) semester hours toward the Standard School Nurse Certificate have been completed during each two (2) year validity period.

4. School Nurses holding a Provisional Level II Certificate shall complete standard certification requirements within ten (10) years of initial issuance of the Provisional Level II Certificate.

D. Exception

Individuals holding a provisional certificate prior to July 1, 1986, shall be eligible to renew and/or retain that certificate without meeting the Standard School Nurse Certificate requirements.

PART III. School Nurse Certification Objectives

No objectives have been developed for the School Nurse Program.

OCCUPATIONAL THERAPY

PART I. Introduction

This certificate authorizes the holder to provide occupational therapy services in accredited pre-school programs, elementary schools, or secondary schools in Oklahoma. The occupational therapist, in an education setting, is a professional concerned with preventing and reducing the effects of disability and dysfunction of children with handicapping conditions and promoting the optimum sensorimotor, cognitive, and psychosocial functioning to facilitate academic and social learning.

PART II. Special Criteria

A. Standard Certificate

1. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

2. The applicant shall be a graduate of a program in occupational therapy accredited by the American Occupational Therapy Association in collaboration with the American Medical Association and shall hold at least one of the following:

   a. A baccalaureate degree in occupational therapy,

   b. A certificate in occupational therapy issued by the American Occupational Therapy Association, or

   c. A master's degree in occupational therapy following the attainment of a baccalaureate degree in a field other than occupational therapy.

3. The applicant shall be certified by and registered with the American Occupational Therapy Association.

4. The applicant shall have completed within the past five (5) years a minimum of nine (9) semester hours applicable to the certificate being sought. Evidence of occupational therapy experience in a hospital, other agency, or private practice may be substituted at a rate of three (3) semester hours for each year of experience.

5. The applicant shall have completed a minimum of three (3) semester hours in each of the following areas (a and b) of Professional Education:

   a. History and Philosophy of Education

   b. Education of the Exceptional Child

6. The applicant shall have had two (2) years experience in a school system or in a specialized pediatric facility.

7. Specialization requirements shall be met by completing an Occupational Therapy program accredited by the Accreditation Committee of the American Occupational Therapy Association, in collaboration with the Committee on Allied Health Education and Accreditation of the American Medical Association.

B. Provisional Level II Certificate

1. The applicant shall satisfy all requirements for the Standard Occupational Therapy Certificate with the exception of the two (2) years experience cited in Part II.A.6. above.

2. The Provisional Level II Occupational Therapy Certificate is valid for two (2) years and is not renewable.

C. Exception

Individuals employed as Occupational Therapists by an accredited school for a period of two or more years prior to January 1, 1985, shall be eligible for the Standard Occupational Therapy Certificate upon verification of work experience by the superintendent of schools in the district in which they were employed.

PART III. Occupational Therapy Certification Objectives

No objectives for the Occupational Therapy Program have been developed at this time.

PHYSICAL THERAPY

PART I. Introduction

This certificate authorizes the holder to provide physical therapy services in accredited nurseries, elementary schools or secondary schools in Oklahoma. The physical therapist, in an education setting, is a professional concerned with the prevention of disability and rehabilitation of individuals with handicapping conditions in order to promote the optimum physical status for learning.

PART II. Special Criteria

A. Standard

1. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

2. The applicant shall be a graduate of a program in physical therapy accredited by the American Physical Therapy Association in collaboration with the American Medical Association and shall hold one of the following:

   a. A baccalaureate degree in physical therapy,

   b. A certificate in physical therapy issued by the American Physical Therapy Association, or

   c. A master's degree in physical therapy following the attainment of a baccalaureate degree in a field other than physical therapy.

3. The applicant shall hold a current license as a registered physical therapist issued by the Oklahoma State Board of Medical Examiners according to Physical Therapy Practice Act 59 05 1971-887.2.

4. The applicant shall have completed within the past five (5) years at least nine (9) semester hours applicable to the certificate being sought. Evidence of physical therapy experience in a hospital or community health agency may be substituted at a rate of three (3) semester hours for each year of experience.

5. The applicant shall have completed a minimum of three (3) semester hours in each of the following areas (a and b) of Professional Education:

   a. History and Philosophy of Education

   b. Education of the Exceptional Child

6. The applicant shall have had two (2) years of clinical practice experience in a school system or in a specialized pediatric facility.

7. Specialization requirements shall be met by completing a Physical Therapy program accredited by the American Physical Therapy Association.

B. Provisional Level II Certificate

1. The applicant shall satisfy all requirements for the Standard Physical Therapy Certificate with the exception of the two (2) years experience cited in Part II.A.6. above.

2. The Provisional Level II Physical Therapy Certificate is valid for two (2) years and is not renewable.

C. Exception

Individuals employed as Physical Therapists by an accredited school for a period of two or more years prior to January 1, 1985, shall be eligible for the Standard Physical Therapy Certificate upon verification of work experience by the superintendent of schools in the district in which they were employed.

PART III. Physical Therapy Certification Objectives

No objectives for the Physical Therapy Program have been developed at this time.

VOCATIONAL-TECHNICAL PROGRAMS

Marketing Education
Occupational Agriculture
Occupational Home Economics
Technical Education
Trade and Industrial Education
Vocational Health Occupations
Vocational Home Economics*
Vocational Agriculture*
Vocational Business and Office*

*These programs are described in the Secondary Certificate section of this document.

MARKETING EDUCATION

PART I. Introduction

This certificate authorizes the holder to serve as a teacher-coordinator of Marketing Education in accredited secondary schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" stated on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Vocational-Technical Certificate Programs; and Admission, General Education, and Professional Education Standards as specified on pages 13-18.

C. A teacher-coordinator holding a Standard Marketing Education Certificate shall be required to have two (2) years or four-thousand (4000) hours experience as a paid employee in a marketing occupation.

D. The applicant shall receive a recommendation for certification from the State Supervisor of Vocational Marketing Education in addition to an institutional recommendation.

E. The applicant shall pass the teacher certification test in Marketing Education.

F. Specialization--Standard Certificate

The Standard Marketing Education Certificate requires forty (40) semester hours in the area of Specialization designed to achieve the objectives cited in PART III. Academic preparation in the following areas (1-8) is required:

1. Principles of Marketing Education--Three (3) semester hours minimum

2. Organization and Administration of Marketing Education--Three (3) semester hours minimum

3. Marketing Education Practices with Electronic Technology--Scanners, inventory control, electronic marketing, etc.--Three (3) semester hours minimum

4. Instructional Development for Marketing Education--Three (3) semester hours minimum

5. Marketing--Fifteen (15) semester hours minimum to include a course in each of the following areas (a-c):

   a. Salesmanship

   b. Product advertising

   c. Merchandising

6. Management--Three (3) semester hours minimum

7. Economics--Three (3) semester hours minimum

8. Electives to be selected from any category listed under PART II.F. (1-7) or from:

   a. Business Communication

   b. Public Relations

   c. Accounting

   d. Business Finance

   e. Business Law

   f. Business Math

   g. Electronic Technology--Micro-computers, data processing, inventory control, etc.

G. Provisional Level II Certificate

1. The applicant shall have earned a high school diploma or the General Educational Development Certificate (GED).

2. The applicant shall pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

3. The applicant shall provide evidence of having three (3) years of appropriate experience in the occupation to be taught within the five (5) years preceding initial certification.

4. The applicant shall have completed forty-eight (48) approved semester hours of which a maximum of twenty-four (24) semester hours may be earned by passing an occupational competency examination approved by the State Department of Vocational-Technical Education. The remaining semester hours shall include:

   a. Introduction to Vocational-Technical Education--Three (3) semester hours

   b. Instructional Methods in Vocational-Technical Education--Three (3) semester hours

   c. Instructional Planning in Vocational-Technical Education--Two (2) semester hours

   d. Organization and Management of Vocational-Technical Education--Two (2) semester hours

   e. Electives--Fourteen (14) semester hours in Professional Education or in the area of Specialization.

5. The applicant shall receive a recommendation for the Provisional Level II Marketing Education Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer the

Standard Marketing Education Certificate that the applicant has an approved plan of study for the standard certificate.

6. This certificate is valid for five (5) years and may be reissued if the holder has completed fifteen (15) approved semester hours during the five (5) year term of validity.

H. Provisional Level I Certificate

1. The applicant for this certificate shall have earned a high school diploma or the General Educational Development Certificate (GED).

2. The applicant shall provide evidence of having three (3) years of appropriate experience in the field to be taught within the five (5) years preceding initial certification.

3. The issuance of this certificate shall be requested by the employing superintendent.

4. The applicant shall have an approved plan of course work for the Provisional Level II Marketing Education Certificate from an institution approved to offer the Standard Marketing Education Certificate.

5. The applicant shall receive a recommendation for the Provisional Level I Certificate from the appropriate State Vocational-Technical Supervisor.

6. The applicant shall complete the Vocational-Technical Orientation Training Program during the first sixty (60) days of the school year for which the original certificate is issued.

7. This certificate is valid for one (1) year and may be initially reissued if the holder has passed an occupational competency examination approved by the State Department of Vocational-Technical Education and has completed requirements in Part II.H. (2-5).

8. Subsequent Provisional Level I Marketing Education Certificates may be issued upon satisfactory completion of six (6) approved semester hours and completion of requirements in Part II.H. (2-5).

PART III. Marketing Education Certification Objectives

The objectives for the Marketing Education Program appear in the Objectives manual of the Oklahoma Certification Testing Program.

OCCUPATIONAL AGRICULTURE

PART I. Introduction

The holder of an Occupational Agriculture Certificate is authorized to teach in the specialized occupational areas of Agriculture (e.g., horticulture, mechanized agriculture, forestry, etc.) in accredited secondary schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall have two (2) years of appropriate work and/or laboratory experience in the specialized occupational area of Agriculture to be taught (e.g., horticulture, mechanized agriculture, forestry, etc.). The State Supervisor of Vocational Agriculture shall verify the years of experience in the occupational area.

C. The applicant shall receive a recommendation for certification from the State Supervisor of Vocational Agriculture in addition to an institutional recommendation.

D. The applicant shall pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

E. A baccalaureate degree in Agriculture or related field is required and shall be considered as fulfillment of the General Education requirements when it includes a minimum of six (6) semester hours in American History and Government with credit in each subject.

F. The applicant shall satisfy all Specialization requirements for Vocational-Technical Certificate Programs; and Admission and Professional Education Standards as stated on pages 13-18. The requirements for Professional Education are the same as those stated for the Standard Agriculture Certificate.

G. Specialization--Standard Certificate

The Standard Occupational Agriculture Certificate requires forty (40) semester hours in the area of Specialization, of which a minimum of twenty (20) semester hours shall be at the upper division level. The areas of Specialization include, but are not limited to horticulture, mechanized agriculture, and forestry.

H. Provisional Level II Certificate

1. The applicant shall have earned a high school diploma or the General Educational Development Certificate (GED).

2. The applicant shall pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

3. The applicant shall provide evidence of having three (3) years of appropriate experience in the occupation to be taught within the five (5) years preceding initial certification.

4. The applicant shall have completed forty-eight (48) semester hours of approved credit of which a maximum of twenty-four (24) semester hours may be earned by passing an occupational competency examination approved by the State Department of Vocational-Technical Education. The remaining semester hours shall include:

   a. Introduction to Vocational-Technical Education--Three (3) semester hours

   b. Instructional Methods on Vocational-Technical Education--Three (3) semester hours

   c. Occupational Analysis in Vocational-Technical Education--Two (2) semester hours

   d. Instructional Planning in Vocational-Technical Education--Two (2) semester hours

   e. Organization and Management of Vocational-Technical Education--Two (2) semester hours

   f. Electives--Fourteen (14) semester hours in Professional Education or the area of Specialization

5. The applicant shall receive a recommendation for the Provisional Level II Occupational Agriculture Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Certificate in Occupational Agriculture that the applicant has an approved plan of study for the Standard Certificate.

6. This certificate is valid for five (5) years. The certificate may be reissued if the holder has completed fifteen (15) semester hours during the five (5) year term of validity as documented by an official transcript.

I. <u>Provisional Level I Certificate</u>

1. The applicant shall have earned a high school diploma or the General Educational Development Certificate (GED).

2. The applicant shall provide evidence of having four (4) years of appropriate experience in the field to be taught within the five (5) years preceding initial certification.

3. The issuance of this certificate shall be requested by the employing superintendent.

4. The applicant shall have an approved plan of course work for the Provisional Level II Occupational Agriculture Certificate from an institution approved to offer the Standard Certificate in Occupational Agriculture.

5. The applicant shall receive a recommendation for the Provisional Level I Occupational Agriculture Certificate from the appropriate State Vocational-Technical Supervisor.

6. The applicant shall complete the Vocational-Technical Orientation Training Program during the first sixty (60) days of the school year for which the original certificate is issued.

7. The Provisional Level I Certificate has a one (1) year term of validity.

8. To have the Provisional Level I Certificate initially reissued, the holder shall pass an occupational competency examination approved by the State Department of Vocational-Technical Education PART II. V.

9. Subsequent Provisional Level I Occupational Agriculture Certificates may be issued upon completion of six (6) approved semester hours and the requirements in Part II.I.(3-5).

PART III. Occupational Agriculture Certification Objectives

Objectives for the Occupational Agriculture Program have not been developed at this time.

OCCUPATIONAL HOME ECONOMICS

PART I. Introduction

The holder of an Occupational Home Economics Certificate is authorized to teach in the specialized occupational areas (foods, child care, clothing, and housing), or in related occupational areas in accredited secondary schools in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall have two (2) years of appropriate work and/or laboratory experience in the specialized occupational area to be taught. The State Supervisor of Vocational Home Economics Education shall verify the years of experience in the occupational area.

C. The applicant shall receive a recommendation from the State Supervisor of Vocational Home Economics Education in addition to an institutional recommendation.

D. The applicant shall pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

E. The baccalaureate degree shall be considered as fulfillment of the General Education requirements when it includes a minimum of six (6) semester hours in American History and Government with some credit in each.

F. The applicant shall satisfy all Specialization requirements for Vocational-Technical Certificate Programs; and Admission and Professional Education Standards as specified on pages 13-18. The requirements for Professional Education are the same as those stated for the standard certificate in the Home Economics Certificate Program.

G. Specialization--Standard Certificate

The Standard Occupational Home Economics Certificate requires forty (40) semester hours in the area of Specialization, of which a minimum of twenty (20) semester hours shall be upper division level. The area of Specialization includes, but is not limited to foods, child care, clothing, and housing.

H. Provisional Level II Certificate

1. The applicant shall have earned a high school diploma the General Educational Development Certificate (GED).

2. The applicant shall pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

3. The applicant shall provide evidence of having three (3) years of appropriate experience in the occupation to be taught within the five (5) years preceding initial certification.

4. The applicant shall have completed forty-eight (48) semester hours of approved credit of which a maximum of twenty-four (24) semester hours may be earned

through passing an occupational competency examination approved by the State Department of Vocational-Technical Education. The remaining semester hours shall include the following:

a. Introduction to Vocational-Technical Education--Three (3) semester hours

b. Instructional Methods in Vocational-Technical Education--Three (3) semester hours

c. Instructional Planning in Vocational-Technical Education--Two (2) semester hours

d. Organization and Management of Vocational-Technical Education--Two (2) semester hours

e. Electives--Fourteen (14) semester hours in Professional Education or Specialization in this certificate area.

5. The applicant shall receive a recommendation for the Provisional Level II Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Occupational Home Economics Certificate that the applicant has an approved plan of study for the standard certificate.

6. This certificate is valid for five (5) years. The certificate may be reissued if the holder has completed fifteen (15) semester hours during the five (5) year term of validity.

I. <u>Provisional Level I Certificate</u>

1. The applicant for this certificate shall have earned a high school diploma or the General Educational Development Certificate (GED).

2. The applicant shall provide evidence of having three (3) years of appropriate experience in the field to be taught within the five (5) years preceding initial certification.

3. The issuance of this certificate shall be requested by the employing superintendent.

4. The applicant shall complete the Vocational-Technical Orientation Training Program during the first sixty (60) days of the school year for which the original certificate is issued.

5. The applicant shall have an approved plan of study for the Provisional Level II Certificate from an institution approved to offer the Standard Occupational Home Economics Certificate.

6. The applicant shall receive a recommendation for the Provisional Level I Certificate from the appropriate State Vocational-Technical Supervisor.

7. The Provisional Level I Certificate has a one (1) year term of validity.

8. To have the Provisional Level I Certificate initially reissued, the holder shall pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

9. Subsequent Provisional Level I Occupational Home Economics Certificates may be issued upon completion of six (6) approved semester hours and the requirements in Part II.I.(3-5).

PART III. Occupational Home Economics Certification Objectives

Objectives for the Occupational Home Economics Program have not been developed at this time.

TECHNICAL EDUCATION

PART I. Introduction

The holder of a Technical Education Certificate is authorized to teach a technical occupation in accredited secondary schools of Oklahoma if appropriate college credit has been earned in the specific subject(s) to be taught.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all criteria relating to Specialization requirements for Vocational-Technical Certificate Programs; and Admission, General Education, and Professional Education Standards as specified on pages 13-18.

C. The applicant shall receive a recommendation for certification from the appropriate State Vocational-Technical Supervisor in addition to an institutional recommendation.

D. The applicant shall pass an examination approved by the State Department of Vocational-Technical Education in the technical field to be taught.

E. Specialization--Standard Certificate

The Standard Technical Education Certificate requires forty (40) semester hours in specialized technical course work to include a minimum of twelve (12) semester hours of upper division credit in the technical field to be taught.

F. Provisional Level II Certificate

1. The applicant shall have earned a high school diploma or the General Educational Developmental Certificate (GED).

2. The applicant shall pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

3. The applicant shall provide evidence of having three (3) years of appropriate experience in the occupation to be taught within the five (5) years preceding initial certification.

4. The applicant shall have forty-eight (48) semester hours of approved credit of which a maximum of twenty-four (24) semester hours may be earned by an occupational competency examination approved by the State Department of Vocational-Technical Education. The remaining semester hours shall include:

   a. Introduction to Vocational-Technical Education--Three (3) semester hours

   b. Instructional Methods in Vocational-Technical Education--Three (3) semester hours

   c. Instructional Planning in Vocational-Technical Education--Two (2) semester hours

d. Organization and Management of Vocational-Technical Education--Two (2) semester hours

e. Electives--Fourteen (14) semester hours in Professional Education or the area of Specialization .

5. The applicant shall receive a recommendation for the Provisional Level II Certificate from the appropriate State Vocational-Technical Supervisor.

6. This certificate is valid for five (5) years and may be reissued if the holder has completed fifteen (15) approved semester hours during the five (5) year term of validity.

G. Provisional Level I Certificate

1. The applicant shall have earned a high school diploma or the General Educational Development Certificate (GED)

2. The applicant shall provide evidence of having three (3) years of appropriate experience in the field to be taught within the five (5) years preceding initial certification.

3. The issuance of this certificate shall be requested by the employing superintendent.

4. The applicant shall have an approved plan of course work for the Provisional Level II Technical Education Certificate from an institution approved to offer the Standard Technical Education Certificate.

5. The applicant shall receive a recommendation for the Provisional Level I Technical Education Certificate from the appropriate State Vocational-Technical Supervisor.

6. The applicant shall complete the Vocational-Technical Orientation Training Program during the first sixty (60) days of the school year for which the original certificate is issued.

7. This certificate is valid for one (1) year and may be initially reissued upon passing an occupational competency examination approved by the State Department of Vocational Technical Education and completion of the requirements stated in Part II.G.(3-5).

8. Subsequent Provisional Level I Technical Education Certificates may be issued upon completion of six (6) approved semester hours and the requirements stated in Par II.G.(3-5).

PART III. Technical Education Certification Objectives

Objectives for the Technical Education Program have not been developed at this time.

TRADE AND INDUSTRIAL EDUCATION

PART I. Introduction

The holder of a Trade and Industrial Education Certificate is authorized to teach in accredited secondary schools of Oklahoma if the appropriate college credit has been earned in the specific subject(s) to be taught.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specializaton requirements for Vocational-Technical Certificate Programs; and Admission, General Education, and Professional Education Standards as specified on pages 13-18.

C. The applicant shall receive a recommendation from the appropriate State Vocational-Technical Supervisor in addition to the recommendation from an institution approved to offer a Standard Trade and Industrial Education Certificate.

D. The applicant shall provide evidence of having two (2) years of journeyman industrial experience in the trade to be taught.

E. The applicant shall pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

F. Specialization--Standard Certificate

1. The applicant shall hold a baccalaureate degree.

2. The Standard Trade and Industrial Education Certificate requires forty (40) semester hours in the area of Specialization. A maximum of twenty-four (24) of these hours may be earned by passing an occupational competency examination approved by the State Department of Vocational-Technical Education.

3. Academic preparation in the following areas is required and may count toward completion of Professional Education or Specialization requirements but not both:

   a. Introduction to Trade and Industrial Education--Three (3) semester hours

   b. Instructional Methods in Trade and Industrial Education--Three (3) semester hours

   c. Occupational Analysis in Trade and Industrial Education--Two (2) semester hours

   d. Instructional Planning in Trade and Industrial Education--Two (2) semester hours

   e. Organization and Management of Trade and Industrial Facilities--Two (2) semester hours

f. Safety for Trade and Industrial Education--Two (2) semester hours

g. Trade and Industrial Education Student Organizations--Two (2) semester hours

G. Provisional Level II Certificate

1. The applicant shall have earned a high school diploma or the General Educational Developmental Certificate (GED).

2. The applicant shall pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

3. The applicant shall provide evidence of having three (3) years of appropriate experience in the occupation to be taught within the five (5) years preceding initial certification.

4. The applicant shall have completed forty-eight (48) semester hours of approved credit of which a maximum of twenty-four (24) semester hours may be earned by passing an occupational competency examination approved by the State Department of Vocational-Technical Education. The remaining semester hours shall include the following:

   a. Introduction to Vocational-Technical Education--Three (3) semester hours

   b. Instructional Methods in Vocational-Technical Education--Three (3) semester hours

   c. Occupational Analysis in Vocational-Technical Education--Two (2) semester hours

   d. Instructional Planning in Vocational-Technical Education--Two (2) semester hours

   e. Organization and Management of Vocational-Technical Education--Two (2) semester hours

   f. Electives--Safety for Vocational-Technical Education; Vocational-Technical Education Student Organizations; or other electives to reinforce areas of communication skills, computational skills, and cooperative coordination.

5. The applicant shall receive a recommendation for the Provisional Level II Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Trade and Industrial Education Certificate that the applicant has an approved plan of study for the Standard Certificate.

6. This certificate is valid for five (5) years. The certificate may be reissued if the holder has completed fifteen (15) semester hours during the five (5) year term of validity.

H. Provisional Level I Certificate

1. The applicant shall have earned a high school diploma or the General Educational Development Certificate (GED).

2. The applicant shall provide evidence of having three (3) years of appropriate experience in the field to be taught within the five (5) years preceding initial certification.

3. The issuance of this certificate shall be requested by the employing superintendent.

4. The applicant shall have an approved plan of course work for the Provisional Level II Technical Education Certificate from an institution approved to offer the Standard Technical Education Certificate.

5. The applicant shall receive a recommendation for the Provisional Level I Certificate from the appropriate State Vocational-Technical Supervisor.

6. The applicant shall complete the Vocational-Technical Orientation Training Program during the first sixty (60) days of the school year for which the original certificate is issued.

7. The Provisional Level I Trade and Industrial Education Certificate may be initially reissued upon passing an occupational competency examination approved by the State Department of Vocational-Technical Education. and completion of the requirements stated in Part II.H.(3-5).

8. Subsequent Provisional Level I Trade and Industrial Education Certificates may be issued upon completion of six (6) approved semester hours and the requirements stated in Part II.H.(3-5).

PART III. Trade and Industrial Education Certification Objectives

Objectives for the Trade and Industrial Education Program have not been developed at this time.

VOCATIONAL HEALTH OCCUPATIONS

PART I. Introduction

The holder of a Vocational Health Occupations Certificate is authorized to teach in accredited secondary schools of Oklahoma in the speciality area(s) in which appropriate college credit has been earned.

PART II. Special Criteria

A. The applicant shall satisfy all "General Regulations" specified on pages 5-11.

B. The applicant shall satisfy all Specialization requirements for Vocational-Technical Certificate Programs; and Admission, General Education, and Professional Education Standards as specified on pages 13-18.

C. The applicant shall receive a recommendation from the State Supervisor of Health Occupations Education in the State Department of Vocational-Technical Education in addition to an institutional recommendation.

D. The applicant shall have a minimum of two (2) years of appropriate experience in the Health Occupation Specialization to be taught within the five (5) years preceding initial certification.

E. The applicant shall pass an examination approved by the State Department of Vocational-Technical Education.

F. Specialization--Standard Certificate

The Standard Vocational-Health Occupation Certificate requires one (1) of the following:

1. Forty (40) semester hours in the area of Specialization, or

2. A professional or vocational credential for practice in the occupational area.

G. Provisional Level II Certificate

1. The applicant shall have earned a high school diploma or the General Educational Development Certificate (GED).

2. The applicant shall pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

3. The applicant shall provide evidence of having three (3) years of appropriate experience in the occupation to be taught within the five (5) years preceding initial certification.

4. The applicant shall have completed forty-eight (48) semester hours of approved credit of which a maximum of twenty-four (24) semester hours may be earned through passing an occupational competency examination approved by the State

Department of Vocational-Technical Education. The remaining semester hours shall include the following:

a. Introduction to Vocational-Technical Education--Three (3) semester hours

b. Instructional Methods in Vocational-Technical Education--Three (3) semester hours

c. Instructional Planning in Vocational-Technical Education--Two (2) semester hours

d. Organization and Management of Vocational-Technical Education--Two (2) semester hours

e. Electives--Fourteen (14) semester hours in Professional Education or Specialization in this certificate area.

5. The applicant shall receive a recommendation for the Provisional Level II Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Certificate in Vocational Health Occupations that the applicant has an approved plan of study for the Standard Certificate.

6. This certificate is valid for five (5) years. The certificate may be reissued if the holder has completed fifteen (15) semester hours during the (5) year term of validity.

H. Provisional Level I Certificate

1. The applicant for this certificate must have earned a high school diploma or the General Educational Development Certificate (GED).

2. The applicant shall provide evidence of having three (3) years of appropriate experience in the field to be taught within the five (5) years preceding initial certification.

3. The issuance of this certificate shall be requested by the employing superintendent.

4. The applicant shall have an approved plan of study for the Provisional Level II Certificate from an institution approved to offer the Standard Vocational Health Occupations Certificate.

5. The applicant shall receive a recommendation for the Provisional Level I Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Certificate in Vocational Health Occupations that the applicant has an approved plan of study for the Standard Certificate.

6. The applicant shall complete the Vocational-Technical Orientation Training Program during the first sixty (60) days of the school year for which the original certificate is issued.

7. This Certificate is valid for one (1) year and may be initially reissued upon passing an occupational competency examination approved by the State Department of Vocational-Technical Education and completion of the requirements stated in Part II.H.(3-5).

8. Subsequent Provisional Level I Vocational Health Occupations Certificates may be issued upon completion of six (6) approved semester hours and the requirements stated in Part II.H.(3-5).

PART III. Vocational Health Occupations Certification Objectives

Objectives for the Vocational Health Occupations Program have not been developed at this time.

ENDORSEMENTS

Endorsements are placed on valid licenses/certificates to indicate that the holder is eligible to teach specific subjects in the accredited schools of Oklahoma. The three categories of endorsements are: certificate endorsements, conversion endorsements, and special endorsements. Individuals having completed requirements for their initial license/certificate after January 31, 1982, will be eligible to receive an endorsement by passing the state teacher certification test in the area of endorsement after having completed specified course work requirements. An endorsement from any of the three categories qualifies the holder to teach a full day in the subject of the endorsement.

Certificate Endorsement

A certificate endorsement is an indication on a valid certificate (early childhood, elementary, elementary-secondary, or secondary) that the holder is eligible to teach a specific subject. A certificate endorsement also indicates that the subject to be taught is in the same field as the certificate to which the endorsement is attached.

Conversion Endorsement

A conversion endorsement is an indication on a standard license/certificate (secondary, elementary-secondary, library media specialist, speech-language pathology, vocational-technical) that the holder is eligible to teach a subject (which is not in the same field as the certificate to which the endorsement is attached) at the secondary level and in the seventh and eighth grades in a middle school or junior high school.

1. Conversion endorsements require twenty-four (24) semester hours in the area of Specialization specific to the teaching field.

2. A minimum of six (6) semester hours in Specialization shall be upper division credit and a minimum of eight (8) semester hours shall be completed at the institution which recommends the applicant for the endorsement to the Teacher Education and Certification Section of the State Department of Education.

3. To be eligible to recommend an applicant for a conversion endorsement, an institution shall be approved to offer a standard certificate program in the teaching field for which the endorsement is sought.

Special Endorsement

A special endorsement attached to a valid standard license/certificate indicates that the holder is eligible to teach a specific subject. Special endorsements do not follow the same pattern as certificate and conversion endorsements. Each special endorsement is defined separately regarding the kind and type of license/certificate to which it may be attached and the academic preparation required of the applicant.

1. A minimum of six (6) semester hours in the area of Specialization shall be upper division credit and a minimum of eight (8) semester hours shall be completed at the institution which recommends the applicant for the endorsement to the Teacher Education and Certification Section of the State Department of Education. However, the "requirement of a minimum of six (6) semester hours in the area of specialization shall be upper division" does not apply to the middle/junior high school (7th and 8th grades) endorsements.

2. To be eligible to recommend an applicant for a special endorsement, an institution shall be approved to offer a standard certificate program in the teaching field for which the endorsement is sought, except where noted in the description of the special endorsement (e.g., driver and safety education). If an institution wishes to recommend an applicant for a special endorsement in a field for which there is no standard certificate (aeronautics, psychology, etc.), the institution must be approved by the State Board of Education to make such a recommendation.

CERTIFICATE AND CONVERSION ENDORSEMENTS

The following certificate and conversion endorsements are defined under the various secondary certificates:

AGRICULTURE

Vocational Agriculture

See Special Endorsements

BUSINESS EDUCATION

Accounting

Certificate Endorsement--An approved program in Business Education (forty (40) semester hours) with six (6) semester hours in Accounting.

Conversion Endorsement--Twenty-four (24) semester hours in Business Education to include six (6) semester hours in Accounting.

Business English

Certificate Endorsement--An approved program in Business Education (forty (40) semester hours) with three (3) semester hours in Business English.

Conversion Endorsement--Twenty-four (24) semester hours in Business Education to include three (3) semester hours in Business English.

Business Law

Certificate Endorsement--An approved program in Business Education (forty (40) semester hours) with six (6) semester hours in Business Law.

Conversion Endorsement--Twenty-four (24) semester hours in Business Education to include six (6) semester hours in Business Law.

Computers in Business/Information Processing

Certificate Endorsement--An approved program in Business Education (forty (40) semester hours) with six (6) semester hours in Computers in Business/Information Processing.

Conversion Endorsement--Twenty-four (24) semester hours in Business Education to include six (6) semester hours in Computers in Business/Information Processing.

Business Mathematics

Certificate Endorsement--An approved program in Business Education (forty (40) semester hours) with three (3) semester hours in Business Mathematics.

Conversion Endorsement--Twenty-four (24) semester hours in Business Education to include three (3) semester hours in Business Mathematics.

General Business

Certificate Endorsement--An approved program in Business Education (forty (40) semester hours) with three (3) semester hours in each of the following areas: Economics, Accounting, and Business Law.

Conversion Endorsement--Twenty-four (24) semester hours in Business Education to include three (3) semester hours in each of the following areas: Economics, Accounting, and Business Law.

Shorthand

Certificate Endorsement--An approved program in Business Education (forty (40) semester hours) with six (6) semester hours in Shorthand.

Conversion Endorsement--Twenty-four (24) semester hours in Business Education to include six (6) semester hours in Shorthand.

Typewriting

Certificate Endorsement--An approved program in Business Education (forty (40) semester hours) with six (6) semester hours in Typewriting other than the beginning course.

Conversion Endorsement--Twenty-four (24) semester hours in Business Education to include six (6) semester hours in Typewriting other than the beginning course.

Office Procedures and/or Office Management

Certificate Endorsement--An approved program in Business Education (forty (40) semester hours) with three (3) semester hours in Office Procedures.

Conversion Endorsement--Twenty-four (24) semester hours in Business Education to include three (3) semester hours in Office Procedures.

Economics

Certificate Endorsement--An approved program in Business Education (forty (40) semester hours) with six (6) semester hours in Economics to include one (1) course in Consumer Economics.

Conversion Endorsement--Twenty-four (24) semester hours in Business Education to include six (6) semester hours in Economics. The six (6) semester hours in Economics shall include one (1) course in Consumer Economics.

Business Machines

Certificate Endorsement--An approved program in Business Education (forty (40) semester hours) with two (2) semester hours in Business Machines.

Conversion Endorsement--Twenty-four (24) semester hours in Business Education to include two (2) semester hours in Business Machines.

Marketing

Certificate Endorsement--An approved program in Business Education (forty (40) semester hours) with three (3) semester hours in Marketing.

Conversion Endorsement--Twenty-four (24) semester hours in Business Education to include three (3) semester hours in Marketing.

Finance

Certificate Endorsement--An approved program in Business Education (forty (40) semester hours) with three (3) semester hours in Finance.

Conversion Endorsement--Twenty-four (24) semester hours in Business Education to include three (3) semester hours in Finance.

Management

Certificate Endorsement--An approved program in Business Education (forty (40) semester hours) with three (3) semester hours in Management.

Conversion Endorsement--Twenty-four (24) semester hours in Business Education to include three (3) semester hours in Management.

Career/Occupational Information

Certificate Endorsement--An approved program in Business Education (forty (40) semester hours) with three (3) semester hours in Career/Occupational Information.

Conversion Endorsement--Twenty-four (24) semester hours in Business Education to include three (3) semester hours in Career/Occupational Information.

Vocational Business and Office Education

See Special Endorsements

ENGLISH

Grammar and Composition

Certificate Endorsement--An approved program in English (forty (40) semester hours) with twelve (12) semester hours in Grammar and Composition.

Conversion Endorsement--Twenty-four (24) semester hours in English to include twelve (12) semester hours in Grammar and Composition.

American Literature

Certificate Endorsement--An approved program in English (forty (40) semester hours) with six (6) semester hours in American Literature.

Conversion Endorsement--Twenty-four (24) semester hours in English to include six (6) semester hours in American Literature.

English Literature

Certificate Endorsement--An approved program in English (forty (40) semester hours) with six (6) semester hours in English Literature.

Conversion Endorsement--Twenty-four (24) semester hours in English to include six (6) semester hours in English Literature.

World Literature

Certificate Endorsement--An approved program in English (forty (40) semester hours) with six (6) semester hours in World Literature.

Conversion Endorsement--Twenty-four (24) semester hours in English to include six (6) semester hours in World Literature.

Newspaper

Certificate Endorsement--An approved program in English (forty (40) semester hours) with three (3) semester hours in Newswriting.

Conversion Endorsement--Twenty-four (24) semester hours in English to include three (3) semester hours in Newswriting.

Yearbook

Certificate Endorsement--An approved program in English (forty (40) semester hours) with three (3) semester hours in Yearbook Production.

Conversion Endorsement--Twenty-four (24) semester hours in English to include three (3) semester hours in Yearbook Production.

Library Science

Certificate Endorsement--An approved program in English (forty (40) semester hours) with twelve (12) semester hours in Library Science.

Conversion Endorsement--Twenty-four (24) semester hours in English to include twelve (12) semester hours in Library Science.

HOME ECONOMICS

Adult and Family Living

Certificate Endorsement--An approved program in Home Economics (forty (40) semester hours) with six (6) semester hours in Family Living and Parenthood Education.

Conversion Endorsement--Twenty-four (24) semester hours in Home Economics to include Career Education and a minimum of three (3) areas of Home Economics with twelve (12) semester hours (six (6) semester hours upper division) in Adult and Family Living to include study in the areas of human sexuality, life styles, interpersonal development, and family crisis.

Consumer Education

Certificate Endorsement--An approved program in Home Economics (forty (40) semester hours) with six (6) semester hours in Consumer Education.

Conversion Endorsement--Twenty-four (24) semester hours in Home Economics to include Career Education and twelve (12) semester hours (six (6) semester hours upper division) in consumer education including study in the areas of consumer behavior, consumer rights and responsibilities,consumer protection, personal finance, and consumer economics.

Child Development and Parent Education

Certificate Endorsement--An approved program in Home Economics (forty (40) semester hours) with six (6) semester hours in Child Development and Parent Education.

Conversion Endorsement--Twenty-four (24) semester hours in Home Economics to include Career Education and twelve (12) semester hours (six (6) semester hours upper division) in Child Development and Parent Education to include study in the areas of developmental child care and guidance, support resources, family crisis, behavior and discipline, management of parent responsibilities.

Career Education

Certificate Endorsement--An approved program in Home Economics (forty (40) semester hours) with six (6) semester hours in Career Education.

Conversion Endorsement--Twenty-four (24) semester hours in Home Economics to include six (6) semester hours (upper division) in Career Education with study of the relationship between personal and work life.

Nutrition Education

Certificate Endorsement--An approved program in Home Economics (forty (40) semester hours) with six (6) semester hours in Nutrition Education.

Conversion Endorsement--Twenty-four (24) semester hours in Home Economics to include Organic Chemistry, Career Education and twelve (12) semester hours (six (6) semester hours upper division) in Nutrition Education including study in the areas of nutritional needs in life cycle, food sanitation, food selection and budgeting, eating problems and disorders.

Textiles and Clothing

Certificate Endorsement--An approved program in Home Economics (forty (40) semester hours) with six (6) semester hours in Textiles and Clothing.

Conversion Endorsement--Twenty-four (24) semester hours in Home Economics to include Career Education and twelve (12) semester hours (six (6) semester hours upper division) in Textiles and Clothing to include study in the areas of textiles, purchasing clothing and textile products, and functions of clothing (physiological, economical, psychological, sociological, aesthetic).

Vocational Home Economics

See Special Endorsements

INDUSTRIAL ARTS/TECHNOLOGY EDUCATION

General Industrial Arts/Technology Education

Certificate Endorsement--An approved program in Industrial Arts/Technology Education (forty (40) semester hours) with seven (7) semester hours in General Industrial Arts/Technology Education.

Conversion Endorsement--Twenty-four (24) semester hours in Industrial Arts/Technology Education to include seven (7) semester hours in General Industrial Arts/Technology Education.

Wood Technology and/or Construction Processes

Certificate Endorsement--An approved program in Industrial Arts/Technology Education (forty (40) semester hours) with six (6) semester hours in Wood Technology and/or Construction Processes.

Conversion Endorsement--Twenty-four (24) semester hours in Industrial Arts/Technology Education to include six (6) semester hours in Wood Technology and/or Construction Processes

Metal Technology and/or Manufacturing Processes

Certificate Endorsement--An approved program in Industrial Arts/Technology Education (forty (40) semester hours) with six (6) semester hours in Metal Technology and/or Manufacturing Processes.

Conversion Endorsement--Twenty-four (24) semester hours in Industrial Arts/Technology Education to include six (6) semester hours in Metal Technology and/or Manufacturing Processes.

Drafting Technology

Certificate Endorsement--An approved program in Industrial Arts/Technology Education (forty (40) semester hours) with six (6) semester hours in Drafting Technology.

Conversion Endorsement--Twenty-four (24) semester hours in Industrial Arts/Technology Education to include six (6) semester hours in Drafting Technology.

Electricity/Electronics

Certificate Endorsement--An approved program in Industrial Arts/Technology Education (forty (40) semester hours) with six (6) semester hours in Electricity/Electronics.

Conversion Endorsement--Twenty-four (24) semester hours in Industrial Arts/Technology Education to include six (6) semester hours in Electricity/Electronics.

Power Technology

Certificate Endorsement--An approved program in Industrial Arts/Technology Education (forty (40) semester hours) with three (3) semester hours in Power Technology.

Conversion Endorsement--Twenty-four (24) semester hours in Industrial Arts/Technology Education to include three (3) semester hours in Power Technology.

Graphics

Certificate Endorsement--An approved program in Industrial Arts/Technology Education (forty (40) semester hours) with three (3) semester hours in Graphics.

Conversion Endorsement--Twenty-four (24) semester hours in Industrial Arts/Technology Education to include three (3) semester hours in Graphics.

JOURNALISM

Certificate Endorsement--An approved program in Journalism (forty (40) semester hours).

Conversion Endorsement--Twenty-four (24) semester hours in Journalism with three (3) semester hours in each of the following: Foundations of Mass Media, Newswriting, Editing, Supervision of School Publications, and Legal Aspects of Journalism. The remaining nine (9) semester hours must be completed from the following areas: Reporting, Graphic Arts, Advertising, Feature Writing, Field Experience in Yearbook Production, Field Experience in Newspaper Production, Radio-TV-Film/Educational Broadcasting, Photography, Radio-TV Newswriting, Public Relations, Radio-TV Production, Advanced English Grammar, Advanced English Composition, and Technical Writing.

MATHEMATICS

General Mathematics

Certificate Endorsement--An approved program in Mathematics (forty (40) semester hours).

Conversion Endorsement--Twenty-four (24) semester hours in Mathematics.

Algebra

Certificate Endorsement--An approved program in Mathematics (forty (40) semester hours) with six (6) semester hours in Algebra, three of which shall be at a level requiring Calculus as a pre-requisite.

Conversion Endorsement--Twenty-four (24) semester hours in Mathematics to include six (6) semester hours in Algebra, three of which shall be at a level requiring Calculus as a pre-requisite; OR, three (3) semester hours in Algebra which requires Calculus as a pre-requisite and three (3) semester hours in teaching Algebra.

Geometry

Certificate Endorsement--An approved program in Mathematics (forty (40) semester hours) with six (6) semester hours in Geometry, three of which shall be at a level requiring Calculus as a pre-requisite.

Conversion Endorsement--Twenty-four (24) semester hours in Mathematics to include six (6) semester hours in Geometry, three of which shall be at a level requiring Calculus as a pre-requisite; OR, three (3) semester hours in Geometry which requires Calculus as a pre-requisite and three (3) semester hours in teaching Geometry in the school.

Trigonometry

Certificate Endorsement--An approved program in Mathematics (forty (40) semester hours) to include six (6) semester hours in Calculus.

Conversion Endorsement--Twenty-four (24) semester hours in Mathematics to include six (6) semester hours in Calculus.

Analysis

Certificate Endorsement--An approved program in Mathematics (forty (40) semester hours) to include six (6) semester hours in Calculus.

Conversion Endorsement--Twenty-four (24) semester hours in Mathematics to include six (6) semester hours in Calculus.

Calculus

Certificate Endorsement--An approved program in Mathematics (forty (40) semester hours) with nine (9) semester hours in Calculus.

Conversion Endorsement--Twenty-four (24) semester hours in Mathematics to include six (6) semester hours in Calculus.

Computer Science/Computer Applications

Certificate Endorsement--An approved program in Mathematics (forty (40) semester hours) with six (6) semester hours in Computer Science/Computer Applications.

Conversion Endorsement--Twenty-four (24) semester hours in Mathematics to include six (6) semester hours in Computer Science/Computer Applications.

Statistics

Certificate Endorsement--An approved program in Mathematics (forty (40) semester hours) with three (3) semester hours in Statistics.

Conversion Endorsement--Twenty-four (24) semester hours in Mathematics to include three (3) semester hours in Statistics.

SCIENCE

Biology

Certificate Endorsement--An approved program in Science (forty (40) semester hours) with ten (10) semester hours in Biology.

Conversion Endorsement--Twenty-four (24) semester hours in Science to include ten (10) semester hours in Biology.

Chemistry

Certificate Endorsement--An approved program in Science (forty (40) semester hours) with ten (10) semester hours in Chemistry.

Conversion Endorsement--Twenty-four (24) semester hours in Science to include ten (10) semester hours in Chemistry.

General Science

Certificate Endorsement--An approved program in Science (forty (40) semester hours).

Conversion Endorsement--Twenty-four (24) semester hours in Science.

Physics

Certificate Endorsement--An approved program in Science (forty (40) semester hours) with eight (8) semester hours in Physics.

Conversion Endorsement--Twenty-four (24) semester hours in Science to include eight (8) semester hours in Physics.

Physical Science

Certificate Endorsement--An approved program in Science (forty (40) semester hours) with a college course in Physics and a course in Chemistry. A General Physical Science course may be substituted for one of the above.

Conversion Endorsement--Twenty-four (24) semester hours in Science to include a college course in Physics and a college course in Chemistry. A General Physical Science course may be substituted for one of the above.

Anatomy/Physiology

Certificate Endorsement--An approved program in Science (forty (40) semester hours) with three (3) semester hours in Anatomy and three (3) semester hours in Physiology.

Conversion Endorsement--Twenty-four (24) semester hours in Science to include three (3) semester hours in Anatomy and three (3) semester hours in Physiology.

Botany

Certificate Endorsement--An approved program in Science (forty (40) semester hours) with three (3) semester hours in Botany.

Conversion Endorsement--Twenty-four (24) semester hours in Science to include three (3) semester hours in Botany.

Zoology

Certificate Endorsement--An approved program in Science (forty (40) semester hours) with three (3) semester hours in Zoology.

Conversion Endorsement--Twenty-four (24) semester hours in Science to include three (3) semester hours in Zoology.

Earth Science

Certificate Endorsement--An approved program in Science (forty (40) semester hours) with six (6) semester hours from the following: astronomy, geology, meteorology or the physical phase of geography.

Conversion Endorsement--Twenty-four (24) semester hours in Science to include six (6) semester hours from the following: astronomy, geology, meteorology or the physical phase of geography.

Computer Applications

Certificate Endorsement--An approved program in Science (forty (40) semester hours) with six (6) semester hours in Computer Applications.

Conversion Endorsement--Twenty-four (24) semester hours in Science to include six (6) semester hours in Computer Applications.

SOCIAL STUDIES

Government

Certificate Endorsement--An approved program in Social Studies (forty (40) semester hours) with nine (9) semester hours in Government.

Conversion Endorsement--Twenty-four (24) semester hours in Social Studies to include nine (9) semester hours in Government.

Economics

Certificate Endorsement--An approved program in Social Studies (forty (40) semester hours) with nine (9) semester hours in Economics.

Conversion Endorsement--Twenty-four (24) semester hours in Social Studies to include nine (9) semester hours in Economics.

Geography

Certificate Endorsement--An approved program in Social Studies (forty (40) semester hours) with nine (9) semester hours in Geography.

Conversion Endorsement--Twenty-four (24) semester hours in Social Studies to include nine (9) semester hours in Geography.

Sociology

Certificate Endorsement--An approved program in Social Studies (forty (40) semester hours) with nine (9) semester hours in Sociology.

Conversion Endorsement--Twenty-four (24) semester hours in Social Studies to include nine (9) semester hours in Sociology.

American History

Certificate Endorsement--An approved program in Social Studies (forty (40) semester hours) with twelve (12) semester hours in American History.

Conversion Endorsement--Twenty-four (24) semester hours in Social Studies to include twelve (12) semester hours in American History.

Oklahoma History

Certificate Endorsement--An approved program in Social Studies (forty (40) semester hours) with three (3) semester hours in Oklahoma History.

Conversion Endorsement--Twenty-four (24) semester hours in Social Studies to include three (3) semester hours in Oklahoma History.

World History

Certificate Endorsement--An approved program in Social Studies (forty (40) semester hours) with nine (9) semester hours in World History.

Conversion Endorsement--Twenty-four (24) semester hours in Social Studies to include nine (9) semester hours in World History.

SPEECH AND DRAMA

Certificate Endorsement--An approved program in Speech and Drama (forty (40) semester hours).

Conversion Endorsement--Twenty-four (24) semester hours in Speech and Drama.

SPECIAL ENDORSEMENTS

AERONAUTICS

Special Endorsement--A private pilot license or a basic ground instructor's certificate issued by the Federal Aviation Agency and a valid secondary teaching certificate or twenty-four (24) semester hours in Physics with a college course in Aeronautics. (A private pilot license or a basic ground instructor certificate may be a substitution for eight (8) semester hours of physics and a college course in Aeronautics.)

ART

Special Endorsement--a minimum of twenty-four (24) semester hours to be selected from the following areas is required: art history, drawing, color and design, painting, crafts, sculpture, print making, and ceramics. This endorsement may be attached to a standard early childhood, elementary, elementary-secondary, secondary, library media specialist, speech-language pathology, or vocational-technical certificate. The subject of the endorsement may be taught only at the level of the certificate to which the endorsement is attached.

ATHLETIC COACHING

Special Endorsement--twelve (12) semester hours to include course work in exercise physiology, and care and prevention of athletic injuries. The remaining course work shall be taken from the following: physiological science, applied anatomy, kinesiology, strength and conditioning, organization and administration of interscholastic athletics, sports officiating, and theory of coaching. The Athletic Coaching Endorsement may be attached to a standard elementary, elementary-secondary, secondary, library media specialist, speech-language pathology, or vocational-technical certificate and authorizes the holder to act as an athletic coach at the level of the certificate to which the endorsement is attached. This endorsement is available but not required for individuals to act as an athletic coach. The Administrators' Handbook for Elementary, Middle, Junior High and High Schools lists the requirements for serving as an athletic coach.

BILINGUAL/MULTICULTURAL EDUCATION

Special Endorsement--Those meeting the requirements for an English as a Second Language Endorsement, as specified on page 143, shall qualify for a Bilingual/Multicultural Endorsement provided proficiency in a second language is validated by the recommending institution. The criterion for validation may be one of the following:

1. Documentation of formal schooling using a language other than English as a medium of instruction, or

2. Language proficiency as determined under the guidance and supervision of the recommending institution.

This endorsement may be attached to early childhood, elementary, elementary-secondary, secondary, library media specialist, speech-language pathology, or vocational-technical certificates. This endorsement is available but not required for individuals to work with Limited English Proficient (L.E.P.) students.

COMPUTER SCIENCE

Special Endorsement--Eighteen (18) semester hours of computer related courses to include (1-3) below. Teaching under this endorsement is restricted to the level of the certificate to which this endorsement is attached. This endorsement may be attached to an early childhood, elementary, elementary-secondary, secondary, library media specialist, speech-language pathology, or vocational-technical certificate. This endorsement is available but not required for individuals to teach computer education subjects.

1. Six (6) semester hours of Computer Programming I and Computer Programming II. These listed courses are described as follows:

   Computer Programming I--The objective of this course is to teach a high level programming language that is widely used. The student will be able to write code for various types of applications and problem solving situations utilizing structured programming methods. The focus of this course will be on one programming language.

   Computer Programming II--The objective of this course is the continued development of structured program design in the language introduced in Computer Programming I. A second language may be introduced in this course.

2. Six (6) semester hours from Methods of Teaching Computer Science, Computers in Education, and Computer Assisted Instruction. These courses are described as follows:

   Methods of Teaching Computer Science--The objective of this course is to provide prospective teachers with insight and techniques for teaching students various topics of computing. The emphasis is on dealing with content topics and processes from the perspective of how they may best be learned.

   Computers in Education--The objective of this course is to introduce the use of computers in education. The student will use application software packages such as word processing, spread sheets, and data base systems. Other topics of study will include administrative applications, hardware and software evaluation, and future trends.

   Computer Assisted Instruction--The objective of this course is to evaluate and develop high quality educational software. Topics will include modes of CAI, authoring packages, and testing systems.

3. Six (6) semester hours from other computer related courses.

CURRICULUM SUPERVISOR

The Special Endorsement for the Curriculum Supervisor is for those professionals who elect to qualify to serve as department heads, grade level leaders, teacher consultants, cooperating teachers, district level special subject supervisors, and assistant curriculum administrators (building level).

Requirements for the Special Endorsement include:

1. A master's degree.

2. A valid Oklahoma standard teaching certificate in one of the following areas: Early Childhood, Elementary, Elementary-Secondary, Secondary, Vocational-Technical, Library

Media Specialist, or Speech-Language Pathology with the professional education component; and

3. Completion of at least twenty-four (24) graduate semester hours of credit to include 9-15 semester hours of course work in the study of the major teaching field, and the remaining 9-15 semester hours in the areas of curriculum, instruction, and supervision as specified in the requirements for the standard certificate program for Curriculum Administrator.

DRIVER AND SAFETY EDUCATION

Special Endorsement--Requirements for this eighteen (18) semester hour endorsement include the following: (a) possess a valid Oklahoma driver's license; (b) complete three (3) semester hours from each of the following: general safety education, driver and traffic safety education I, and driver and traffic safety education II; (c) complete nine (9) semester hours from the following with a maximum of six (6) semester hours from any one (1) area: audio-visual education, simulation in driver education, multiple car methods in driver education, auto mechanics, workshops or seminars in driver and traffic safety education, history and principles of driver and traffic safety education, programmed instruction in driver and traffic safety education, and other approved courses as part of approved programs. This endorsement may be attached to standard elementary, elementary-secondary, secondary, library media specialist, speech-language pathology, or vocational-technical certificates. An institution may offer a special endorsement in Driver and Safety Education without offering an approved program for a standard certificate.

ELEMENTARY KEYBOARDING

Special Endorsement--Eighteen (18) semester hours to include (1-5) below. This endorsement may be attached to an Early Childhood, Elementary, Elementary-Secondary, Secondary, Library Media Specialist, Speech-Language Pathology, or Vocational-Technical Certificate. Teaching under this endorsement is restricted to the Elementary level. This endorsement is available but not required for individuals holding an elementary license or certificate to teach Elementary Keyboarding.

1. Six (6) semester hours of business methods which includes teaching Keyboarding/Typewriting or related courses.

3. Three (3) semester hours of Methods appropriate to the Elementary Level.

4. Three (3) semester hours of Child or Developmental Psychology.

5. Three (3) semester hours of Computer Assisted Instruction.

ENGLISH AS A SECOND LANGUAGE

Special Endorsement--Twenty-four (24) semester hours to be selected from the following categories (1-3):

1. Linguistics and second language acquisition--Six (6) semester hours minimum

2. Cultural history of the United States (or a specific ethnic and/or language group), processes of acculturation, and cultural pluralism--Six (6) semester hours minimum

3 Teaching English as a second language, assessment and interpretation of language proficiency; and instruction of limited English proficient students using English as a medium of instruction--Nine (9) semester hours minimum

4. Electives--Remaining semester hours may be selected from the above categories or from other related areas approved by the recommending institution

This endorsement may be attached to early childhood, elementary, elementary-secondary, secondary, library media specialist, speech-language pathology, or vocational-technical certificates. This endorsement is available but not required for individuals to work with Limited English Proficient (L.E.P.) students.

FOREIGN LANGUAGE

Special Endorsement--Holders of a standard certificate may receive a special endorsement in a specific foreign language as follows: a) complete twenty-four (24) semester hours in the language to be taught, and b) pass the state teacher certification test in the language to be taught. The subject of the endorsement may be taught only at the level of the certificate to which the endorsement is attached.

GIFTED/TALENTED

Special Endorsement--Twenty-four (24) graduate semester hours to be selected from the following categories (1-3):

1. Gifted/Talented Education--Nine (9) graduate semester hours in 1. nature and needs of the gifted/talented, 2. curriculum and instruction for the gifted/talented and 3. counseling for the gifted/talented.

2. Professional Education--Nine (9) graduate semester hours to be selected from the following courses: research methods, educational psychology or counseling, tests and measurements, curriculum and instruction, creativity, and practicum in gifted education.

3. Content areas--Six (6) graduate semester hours to be taken in the same content area to be selected from: mathematics, art, drama, music, specific foreign languages, health and physical education, language arts, science or social studies.

This endorsement may be attached to early childhood, elementary, elementary-secondary, or secondary certificates. The subject of the endorsement may be taught only at the level of the certificate to which the endorsement is attached. This endorsement is available but not required for individuals to work with gifted/talented students.

HEALTH

Special Endorsement--A minimum of twenty-four (24) semester hours is required for the special endorsement in health. Of the twenty-four (24) semester hours, some course work shall be completed in each of the following: personal and community health, basic nutrition, safety and first aid, drug education, applied anatomy, and mental health. The remaining course work shall be selected from the following areas: school and community health services, school health programs, community health programs, kinesiology, exercise physiology, and consumer education. The subject of the endorsement may be taught only at the level of the certificate to which the endorsement is attached.

MIDDLE/JUNIOR HIGH SCHOOL (7TH AND 8TH GRADES) ENDORSEMENTS

Special Endorsement--Individuals holding a standard elementary certificate who are assigned to teach a specific subject in grades seven (7) and/or eight (8) in an accredited middle school/junior high school in Oklahoma are required to complete a Special Middle/Junior High School Endorsement in the subject area. This special endorsement requires the completion of eighteen (18) semester hours in the subject area with at least one course in the subject to be taught. Middle/Junior High School (7th and 8th grade) Special Endorsements are available in the following subject areas: mathematics, art, music, a specific foreign language, health and physical education, language arts (oral and written communications), science, and social studies.

Those who hold a standard elementary-secondary or secondary certificate in a subject other than the one that they are assigned to teach in grades seven (7) and/or eight (8) in an accredited middle/junior high school are also required to complete a special endorsement consisting of eighteen (18) semester hours of credit in the subject to be taught. Middle/Junior High School (7th and 8th grade) special endorsements are available in the following subject areas: mathematics, art, music, a specific foreign language, health and physical education, language arts (oral and written communications), science, and social studies.

Those holding either an elementary-secondary certificate, a secondary certificate, or a conversion endorsement in the subject to be taught are eligible to teach that subject in grades seven (7) and/or eight (8) in accredited middle or junior high schools in Oklahoma.

MUSIC

Special Endorsement (Instrumental)--The Special Instrumental Music Endorsement requires the completion of twenty-four (24) semester hours to include a minimum of a course in each of the following areas: music theory, music history and literature, applied music (principal instrument), applied music (secondary instrument), applied music (piano), instrumental conducting, and ensembles. The subject of the endorsement may be taught only at the level of the certificate to which the endorsement is attached.

Special Endorsement (Vocal)--The Special Vocal Music Endorsement requires the completion of twenty-four (24) semester hours to include a minimum of a course in each of the following areas: music theory, music history and literature, applied music (voice), applied music (piano), choral conducting, and ensembles. The subject of the endorsement may be taught only at the level of the certificate to which the endorsement is attached.

PHYSICAL EDUCATION/HEALTH

Special Endorsement--The Special Physical Education/Health Endorsement requires the completion of twenty-four (24) semester hours to include some course work in each of the following: foundations of physical education, motor learning, exercise physiology, care and prevention of athletic injuries, school and community health programs, basic nutrition. The remaining course work shall be selected from the following: sports and movement skills, kinesiology, applied anatomy, adapted physical education, management of physical education programs, safety and first aid, personal health science, sports officiating, mental health, and drug education. The subject of the endorsement may be taught only at the level of the certificate to which the endorsement is attached.

PSYCHOLOGY

Special Endorsement--The Special Psychology Endorsement requires twenty-four (24) semester hours from the following: counseling, guidance, mental hygiene, philosophy, sociology, and psychology, with at least six (6) semester hours in psychology. This endorsement may be attached to an elementary-secondary, secondary, library media specialist, speech-language pathology, or vocational-technical certificate.

ROTC

Special Endorsement--Applicants seeking a special endorsement for Jr. ROTC shall meet one of the following options:

OPTION 1: Hold a valid Oklahoma Secondary Certificate and be recommended as a Jr. ROTC Instructor by the appropriate ROTC Regional Headquarters.

OPTION 2: The applicant shall possess a baccalaureate degree from an accredited four-year college or university and be recommended as a Jr. ROTC Instructor by the appropriate ROTC Regional Headquarters. The baccalaureate degree shall include eighteen (18) semester hours in a secondary teaching field and twelve (12) semester hours in Professional Education.*

Applicants meeting Option I or Option II may be granted a five-year "Letter of Special Provision" issued by the State Board of Education to teach Jr. ROTC.

A one-year "Letter of Special Provision" may be granted by the State Board with less than the required eighteen (18) semester hours in a secondary teaching field and twelve (12) semester hours in Professional Education. An applicant shall complete at least six (6) semester hours toward meeting Option I or Option II before the issuance of an additional one-year "Letter of Special Provision". A five-year "Letter of Special Provision" shall be renewable based upon three (3) years of teaching experience in a Jr. ROTC Program in an accredited school or upon the completion of eight (8) semester hours. This college credit shall be completed during the validity of the five-year "Letter of Special Provision." Applicants receiving a "Letter of Special Provision" shall be granted a teacher certificate number.

VOCATIONAL AGRICULTURE

The Vocational Agriculture Endorsement requires eighteen (18) semesters hours and may be attached only to the Standard Agriculture Certificate. (See the Agriculture Certificate Standards for the specific course requirements on pages 58-59.)

VOCATIONAL BUSINESS AND OFFICE

The Vocational Business and Office Endorsement requires twelve (12) semester hours and may be attached only to the Standard Business Certificate or the Standard Bookkeeping and Clerical Practices Certificate. (See Business Certificate Standards for the specific course requirements on pages 60-61.)

VOCATIONAL HOME ECONOMICS

The Vocational Home Economics Endorsement requires eighteen (18) semester hours and may be attached only to the Standard Home Economics Certificate. (See Home Economics Certificate Standards for the specific course requirements on pages 66-67.)

*Appropriate Professional Education includes such course work as Exceptional Child, Educational Psychology, Methods of Teaching, Guidance, History and Philosophy of Education. The twelve (12) semester hours of Professional Education shall include a minimum of a course of two (2) or more semester hours in the education of the exceptional child.

SPECIAL EDUCATION - EMOTIONALLY DISTURBED

Special Endorsement--The special endorsement in Special Education requires the completion of 24 semester hours, including the core area and the required specialization. The subject of the endorsement may be taught at the PK-12 grade level. NOTE: A developmental psychology course at both the elementary and secondary level is required.

A. A minimum of twelve (12) semester hours is required from areas (a-g). At least four separate courses are required in this area.

1. Special Education Core Area

a. Language Development/Disorders and Remediation of Language and Communication Disorders

b. Foundations for Reading Instruction

c. Diagnosis and Remediation of Reading

d. Study of Assessment Instruments, Interpretation, and Procedural Safeguards in Special Education

e. Behavior Intervention and Management**

f. Identification of and Intervention for Exceptional Infants, Children, and Adolescents

g. Conferencing and Counseling Regarding Exceptional Individuals**

**Coursework in this area may be completed in the Professional Education sequence.

B. Complete the following specialization for the certification sought.

1. Specialization shall include a minimum of twelve (12) additional semester hours with a specific course in each area (a-d).

a. Introduction to and Characteristics of Emotionally Disturbed

b. Procedures for Teaching the Emotionally Disturbed

c. Curriculum Modifications for Exceptional Individuals and Development of Individualized Education Programs

d. Practicum in Emotionally Disturbed--two (2) semester hours minimum

e. Education of the Exceptional Child (Professional Education Requirement)

This endorsement may be attached to early childhood, elementary, elementary-secondary, secondary, library media specialist, or vocational-technical certificates.

The Speech-Language Pathology certificate may have this endorsement attached when the professional education component (30 hours) has been completed.

SPECIAL EDUCATION - LEARNING DISABILITIES

Special Endorsement--The special endorsement in Special Education requires the completion of 24 semester hours, including the core area and the required specialization. The subject of the endorsement may be taught at the PK-12 grade level. NOTE: A developmental psychology course at both the elementary and secondary level is required.

A. A minimum of twelve (12) semester hours is required from areas (a-g). At least four separate courses are required in this area.

1. Special Education Core Area

a. Language Development/Disorders and Remediation of Language and Communication Disorders

b. Foundations for Reading Instruction

c. Diagnosis and Remediation of Reading

d. Study of Assessment Instruments, Interpretation, and Procedural Safeguards in Special Education

e. Behavior Intervention and Management**

f. Identification of and Intervention for Exceptional Infants, Children, and Adolescents

g. Conferencing and Counseling Regarding Exceptional Individuals**

**Coursework in this area may be completed in the Professional Education sequence.

B. Complete the following specialization for the certification sought.

1. Specialization shall include a minimum of twelve (12) additional semester hours with a specific course in each area (a-d).

a. Introduction to and Characteristics of Learning Disabilities

b. Language Development/Disorders and Remediation of Language and Communication Disorders (may be satisfied by A.1.a.)

c. Procedures for Teaching the Learning Disabled

d. Curriculum Modifications for Exceptional Individuals and Development of Individualized Education Programs

e. Practicum in Learning Disabilities--two (2) semester hours minimum

f. Education of the Exceptional Child (Professional Education Requirement)

This endorsement may be attached to early childhood, elementary, elementary-secondary, secondary, library media specialist, or vocational-technical certificates.

The Speech-Language Pathology certificate may have this endorsement attached when the professional education component (30 hours) has been completed.

SPECIAL EDUCATION- MENTAL RETARDATION

Special Endorsement--The special endorsement in Special Education requires the completion of 24 semester hours, including the core area and the required specialization. The subject of the endorsement may be taught at the PK-12 grade level. NOTE: A developmental psychology course at both the elementary and secondary level is required.

A. A minimum of twelve (12) semester hours is required from areas (a-g). At least four separate courses are required in this area.

1. Special Education Core Area

a. Language Development/Disorders and Remediation of Language and Communication Disorders

b. Foundations for Reading Instruction

c. Diagnosis and Remediation of Reading

d. Study of Assessment Instruments, Interpretation, and Procedural Safeguards in Special Education

e. Behavior Intervention and Management**

f. Identification of and Intervention for Exceptional Infants, Children, and Adolescents

g. Conferencing and Counseling Regarding Exceptional Individuals**

**Coursework in this area may be completed at the Professional Education sequence.

B. Complete the following specialization for the certification sought.

1. Specialization shall include a minimum of twelve (12) additional semester hours with a specific course in each area (a-d).

a. Introduction to and Characteristics of Mental Retardation

b. Procedures for Teaching the Mentally Retarded

c. Curriculum Modifications for Exceptional Individuals and Development of Individualized Education Programs

d. Practicum in Mental Retardation--two (2) semester hours minimum

e. Education of the Exceptional Child (Professional Education Requirement)

This endorsement may be attached to early childhood, elementary, elementary-secondary, secondary, library media specialist, or vocational-technical certificates.

The Speech-Language Pathology certificate may have this endorsement attached when the professional education component (30 hours) has been completed.

SPECIAL EDUCATION-PHYSICALLY HANDICAPPED

Special Endorsement--The special endorsement in Special Education requires the completion of 24 semester hours, including the core area and the required specialization. The subject of the endorsement may be taught at the PK-12 grade level. NOTE: A developmental psychology course at both the elementary and secondary level is required.

A. A minimum of twelve (12) semester hours is required from areas (a-g). At least four separate courses are required in this area.

1. Special Education Core Area

a. Language Development/Disorders and Remediation of Language and Communication Disorders

b. Foundations for Reading Instruction

c. Diagnosis and Remediation of Reading

d. Study of Assessment Instruments, Interpretation, and Procedural Safeguards in Special Education

e. Behavior Intervention and Management**

f. Identification of and Intervention for Exceptional Infants, Children, and Adolescents

g. Conferencing and Counseling Regarding Exceptional Individuals**

**Coursework in this area may be completed in the Professional Education sequence.

B. Complete the following specialization for the certification sought.

1. Specialization shall include a minimum of twelve (12) additional semester hours with a specific course in each area (a-d).

a. Introduction to and Characteristics of Physically Handicapped

b. Procedures for Teaching the Physically Handicapped

c. Curriculum Modifications for Exceptional Individuals and Development of Individualized Education Programs

d. Practicum in Physically Handicapped--two (2) semester hours minimum

e. Education of the Exceptional Child (Professional Education Requirement)

This endorsement may be attached to early childhood, elementary, elementary-secondary, secondary, library media specialist, or vocational-technical certificates.

The Speech-Language Pathology certificate may have this endorsement attached when the professional education component (30 hours) has been completed.

SPECIAL EDUCATION-VISUALLY IMPAIRED

Special Endorsement--The special endorsement in Special Education requires the completion of 24 semester hours, including the core area and the required specialization. The subject of the endorsement may be taught at the PK-12 grade level. NOTE: A developmental psychology course at both the elementary and secondary level is required.

A. A minimum of twelve (12) semester hours is required from areas (a-g). At least four separate courses are required in this area.

1. Special Education Core Area

a. Language Development/Disorders and Remediation of Language and Communication Disorders

b. Foundations for Reading Instruction

c. Diagnosis and Remediation of Reading

d. Study of Assessment Instruments, Interpretation, and Procedural Safeguards in Special Education

e. Behavior Intervention and Management**

f. Identification of and Intervention for Exceptional Infants, Children, and Adolescents

g. Conferencing and Counseling Regarding Exceptional Individuals**

**Coursework in this area may be completed in the Professional Education sequence.

B. Complete the following specialization for the certification sought.

1. Specialization shall include a minimum of twelve (12) additional semester hours with a specific course in each area (a-d).

a. Orientation and Mobility

b. Anatomy and Structure of the Eye

c. Curricular Adaption (working with the visually impaired in the classroom)

d. Curriculum Modifications for Exceptional Individuals and Development of Individualized Education Programs

e. Practicum in Visually Impaired--two (2) semester hours minimum

f. Education of the Exceptional Child (Professional Education Requirement)

This endorsement may be attached to early childhood, elementary, elementary-secondary, secondary, library media specialist, or vocational-technical certificates.

The Speech-Language Pathology certificate may have this endorsement attached when the professional education component (30 hours) has been completed.

TEACHER CERTIFICATION

This section provides information concerning the procedures used in applying for Oklahoma licenses/certificates and renewing certificates. Other information pertaining to endorsements, the effective dates of certificates, the period of validity of certificates, interstate reciprocity agreements, teacher testing, and entry-year assistance requirements is also provided.

APPLICATION FOR NEW LICENSES/CERTIFICATES

The procedures that follow describe the application process for individuals seeking new Oklahoma licenses/certificates. These procedures apply to those seeking Provisional Level I and Provisional Level II Certificates as well as those seeking Licenses or Standard Certificates. The procedures will be described separately for individuals completing certification requirements in Oklahoma colleges and universities and those completing requirements outside the state of Oklahoma. Procedures will also be described separately for individuals applying for Non-Vocational Certificates and those applying for Vocational Certificates.

Graduates of Oklahoma Colleges and Universities

A. **Procedures**

1. Application forms may be obtained from either the teacher certification office at an Oklahoma teacher preparatory college or university or the Teacher Education and Certification Section of the State Department of Education (See Appendix A for address).

2. The completed application for the license/certificate will be submitted to the Director of Teacher Education at the recommending college or university along with official up-to-date transcript(s) and a three dollar ($3) fee paid in cash, money order, or check payable to the State Board of Education.

3. The college or university verifies by the signature of the Director of Teacher Education that the applicant has met the requirements of the institution's approved teacher education program for the license/certificate sought and that the applicant possesses the character and general fitness to be a teacher. The license/certificate will not be issued without the institutional recommendation.

   a. **Vocational License/Certificate Applicants**--The Director of Teacher Education at the recommending institution will forward the approved application to the appropriate State Supervisor at the State Department of Vocational-Technical Education (see Appendix A for address). If the application is approved by the State Supervisor it will be sent, along with the supporting documents, to the Teacher Education and Certification Section of the State Department of Education.

   b. **Non-Vocational License/Certificate Applicants**--The Director of Teacher Education at the recommending institution will forward the approved application along with the supporting documents to the Teacher Education and Certification Section of the State Department of Education.

4. Applications for licenses/certificates are not considered complete until all materials required for certification have been received by the Teacher Education and Certification Section of the State Department of Education.

B. **Time Limit for First Application**

1. An applicant who has completed an approved teacher education program and meets all other requirements has five years in which to apply for a license/certificate based on the completed program. Any new license/certificate requirements added by state law would need to be met at the time of application.

2. An applicant who does not apply for a license/certificate within the five year period (see B.1) is required to meet the requirements of the current approved program at the recommending institution. A minimum of nine semester hours of college credit, approved by the university, shall be completed within the five years immediately preceding the date of application for the license/certificate.

C. **The Recommending Institution**

Normally, application for a license/certificate will be made through the higher education institution where the last academic credit was completed. However, when less than nine semester hours applicable to the license/certificate sought was completed at the most recent institution attended, application shall be made through the institution where the major portion of the license/certificate requirements were met.

Graduates of Out-of-State Colleges and Universities

1. Application forms and verification of school experience forms may be obtained from the Teacher Education and Certification Section of the State Department of Education.

2. The applicant will submit the following items as part of the application process:

   a. The completed application form(s),

   b. Official up-to-date transcripts of all college or university credit,

   c. A copy of a valid out-of-state teaching certificate,*

   d. Verification of out-of-state school experience, and

   e. A three dollar ($3) processing fee for each class of certificate sought paid in cash, money order, or check payable to the State Board of Education.

3. **Vocational License/Certificate Applicants**--The applicant will submit all items listed in 2.(a-e) above to the appropriate State Supervisor at the State Department of Vocational-Technical Education (see Appendix A for address). Upon approval, the State Supervisor will forward the application and supporting documents to the Teacher Education and Certification Section of the State Department of Education.

* The required valid out-of-state teaching certificate verifies that the applicant has met an approved teacher education program. The applicant can apply only for areas of certification that are reflected on the out-of-state certificate.

4. **Non-Vocational License/Certificate Applicants**--The applicant will submit all items listed in 2.(a-e) above directly to the Teacher Education and Certification Section of the State Department of Education (see Appendix A for address).

5. Applications for licenses/certificates are not considered complete until all materials needed for certification have been received by the Teacher Certification Section of the State Department of Education.

APPLICATION FOR ENDORSEMENTS

Application for an endorsement(s) is made along with the application for a license/certificate. After the initial license/certificate is issued individuals may apply for additional endorsements, using the same procedures as in applying for a license/certificate.

Graduates of Oklahoma Colleges and Universities

A. **Requirements**

1. Hold a valid Oklahoma Standard teaching license or certificate,

2. Receive the recommendation of the Director of Teacher Education at an Oklahoma college or university, and

3. Pass the appropriate teacher certification test(s).

B. **Procedures**

1. Application forms may be obtained from either the teacher certification office at an Oklahoma college or university or the Teacher Education and Certification Section of the State Department of Education (see Appendix A for address).

2. The completed application for the endorsement will be submitted to the Director of Teacher Education at the recommending college or university along with official up-to-date transcripts and a three dollar ($3) fee paid in cash, money order, or check payable to the State Board of Education.

3. The college or university verifies by the signature of the Director of Teacher Education that the applicant has met the requirements of the approved program for the endorsement sought. The endorsement will not be issued without the institutional recommendation.

   a. **Vocational Endorsement Applicants**--The Director of Teacher Education and Certification at the college or university will forward the approved application to the appropriate State Supervisor at the State Department of Vocational-Technical Education (see Appendix A for address). If the application is approved by the State Supervisor it will be sent, along with the supporting documents, to the Teacher Education and Certification Section of the State Department of Education.

   b. **Non-Vocational Endorsement Applicants**--The Director of Teacher Education at the recommending institution will forward the approved application along with the supporting documents to the Teacher Education and Certification Section of the State Department of Education.

Graduates of Out-of-State Colleges and Universities

A. **Requirements**

1. Hold a valid Oklahoma Standard teaching license or certificate,

2. Pass the appropriate teacher certification test(s), and

3. Submit official up-to-date transcripts and a valid out-of-state teaching certificate in the area of the endorsement sought.

4. An out-of-state applicant who completes endorsement requirements at an Oklahoma college or university must receive a recommendation for the endorsement from that institution.

B. **Procedures**

The completed application for the endorsement shall be submitted to the Teacher Education and Certification Section of the State Department of Education along with official up-to-date transcripts of all college and university course work, a copy of a valid out-of-state teaching certificate, and the three dollar ($3) processing fee paid in cash, money order or check payable to the State Board of Education.

Vocational endorsements shall be submitted to the appropriate state supervisor at the State Department of Vocational-Technical Education (see Appendix A for address). If the application is approved by the state supervisor it will be sent, along with the supporting documents, to the Teacher Education and Certification Section of the State Department of Education.

APPLICATION FOR EMERGENCY CERTIFICATE

An Emergency Certificate will only be issued upon the written request of a school superintendent or his/her designated agent. The school superintendent must verify that an emergency situation exists; that no fully qualified and certified teacher is available; and that the applicant will be employed if an emergency teaching certificate is issued.

Prior to the application for an Emergency Certificate, the local school district shall document substantial efforts to employ a teacher who holds a Provisional or Standard Certificate/License in the particular teaching field. In the event a district is unable to hire an individual meeting this criteria, the district shall document efforts to employ an individual with a Provisional or Standard Certificate/License in another curriculum area with academic preparation in the field of need. Only after these alternatives have been exhausted will an Emergency Certificate be considered by the Director of Teacher Education and Certification.

The applicant shall submit the appropriate application; attach official up-to-date transcripts of all college credits; and pay the three dollar ($3) processing fee by cash, money order or check payable to the State Board of Education. Applications are submitted directly to the Teacher Education and Certification Section.

The applicant for an Emergency Certificate must satisfy all general regulations and minimum academic preparation as stated on pages 5-11 of this document.

If an Emergency Certificate is issued to an entry-year teacher (zero years of teaching experience in an accredited school) in lieu of a teaching license, an entry-year assistance committee is mandatory.

If an Emergency Certificate is issued to an entry-year teacher (zero years of teaching experience in an accredited school) in lieu of a provisional or standard teaching certificate, a Teacher Consultant is necessary.

Issuance of an Emergency Certificate to an applicant who does not hold a valid License, Provisional, or Standard Certificate in his/her major field of study, has not tested, or does not have the number of hours required for that certificate, will require State Board of Education approval. The superintendent or the official designee must submit a descriptive letter to the Director of Teacher Education and Certification explaining the need to employ this teacher.

The Emergency Certificate is valid only in the requesting school district, and only until the thirtieth (30) day of June of the school year for which it is issued. An Emergency Certificate is not renewable; however, another Emergency Certificate may be issued upon the superintendent's request, an emergency certificate application, and an official transcript is presented showing nine (9) semester hours completed since the last Emergency Certificate was issued. These nine (9) semester hours must be applicable in meeting requirements for the Standard Certificate of the type sought. The applicant must also pass the state teacher certification test before a second Emergency Certificate of the same type can be issued.

PERIOD OF VALIDITY OF CERTIFICATES

Standard Certificates normally have a validity period of five (5) years. The Standard Certificate will expire five (5) years from the nearest thirtieth (30) day of June either preceding or following the effective date of the certificate.

A License normally has a validity period of one school year. The License will expire the thirtieth (30) day of June of the school year for which it was issued.

Non-Vocational Provisional Level II Certificates normally have a validity period of two (2) school years. The Non-Vocational Provisional Level II Certificate will expire two (2) years from the nearest thirtieth (30) day of June either preceding or following the effective date of the certificate.

Non-Vocational Provisional Level I Certificates normally have a validity period of one (1) school year. The Non-Vocational Provisional Level I Certificate will expire the thirtieth (30) day of June of the school year for which it was issued.

Vocational Provisional Level II Certificates normally have a validity period of five (5) school years. The Vocational Provisional Level II Certificate will expire five (5) years from the nearest thirtieth (30) day of June either preceding or following the effective date of the certificate.

Vocational Provisional Level I Certificates normally have a validity period of one (1) school year. The Vocational Provisional Level I Certificate will expire the thirtieth (30) day of June of the school year for which it was issued.

Emergency Certificates normally have a validity period of one (1) school year. The Emergency Certificate will expire the thirtieth (30) day of June of the school year for which it was issued.

EFFECTIVE DATE OF TEACHING CERTIFICATES

A. **New Licenses/Certificates**--A license/certificate issued to an applicant who completes all requirements and applies for the license/certificate between May 1 and September 1 will be dated and become effective July 1. A license/certificate issued to an applicant who completes all requirements and applies for the license/certificate between September 1 and May 1 will be dated and become effective the first day of the month in which the application and all supporting documents are received by the Teacher Education and Certification Section of the State Department of Education.

B. **Renewal of Standard Certificate**--Renewed Standard Certificates will become effective July 1 following receipt of the renewal application in the Teacher Certification Section provided the application is made prior to the expiration of the certificate. If the application for renewal is made after the certificate has expired, the renewed certificate will be dated the first day of the month in which the application and all supporting documents are received. The certificate being renewed must not have been expired for more than five (5) years.

C. **Reissuance of a License**--If the application for reissuance of a license is received prior to the expiration date of the current license, the new license will be dated the following July 1. If the application for reissuance is received after the expiration of the previous license, the new license will be dated the first day of the month in which the application is received.

REQUIREMENTS FOR RENEWAL OR REISSUANCE OF CERTIFICATES

A. **Standard Certificate**

Renewal applications are available in accredited schools and from the Teacher Education and Certification Section of the State Department of Education. A Standard Certificate may be renewed if it has not been expired for more than five (5) years and renewal requirements are met.

To renew a Standard Certificate a teacher must submit the appropriate application and pay the three dollar ($3) processing fee by cash, money order, or check payable to the State Board of Education. The applicant shall have completed a minimum of three (3) years of school experience in an accredited school during the validity of the Standard Certificate. Applicants who have fewer than three (3) years of school experience may substitute three (3) semester hours of course work in Professional Education and/or Specialization from an accredited college or university for each year of experience they are lacking. College credit must be completed within the five (5) year period immediately preceding the date of application for renewal. Teachers who teach one-half day in an accredited school each school year for the five (5) year validity period of their certificate may renew a Standard Certificate.

A Standard Certificate that has been expired for five (5) years or longer is not renewable. In-state applicants shall meet an Oklahoma college or university's current requirements and obtain recommendation for the Standard Certificate.

Out-of-state applicants who have been teaching three (3) of the past five (5) years, shall meet the current requirements of the State Board of Education for the Standard Certificate, furnish a valid out-of-state teaching certificate in the area of desired certification, and furnish proof of teaching experience in the past five (5) years. Out-of-state applicants who have not taught three (3) of the past five (5) years, yet hold a valid out-of-state teaching certificate, shall meet the current requirements of the State Board of Education, which may also count toward meeting the recency requirement of nine (9) semseter hours. Out-of-state applicants

who do not hold a valid out-of-state certificate, nor meet recency, shall follow the same procedure as specified for in-state applicants.

School experience, for purposes of renewing a Standard Certificate, is experience as a teacher, supervisor, or administrator in a school, college, or university accredited by either a state board of education or state board of regents.

B. **Professional Certificates**

A Professional Certificate may be renewed if it has not been expired for more than five (5) years and renewal requirements are met. A Professional Certificate that has been expired for five (5) years or longer is not renewable.

To renew a Professional Certificate the applicant must submit the appropriate application and pay the three dollars ($3) processing fee by cash, money order, or check payable to the State Board of Education. The applicant must have completed a minimum of five (5) years of school experience in an accredited school during the seven (7) year validity period of the certificate. Applicants who have fewer than five (5) years of school experience during the validity period of their Professional Certificate may substitute three (3) semester hours of course work in Professional Education or Specialization from an accredited college or university for each year of school experience they are lacking. College credit must be completed within the five (5) year period immediately preceding the date of application for renewal. Teachers who teach one-half day in an accredited school each school year for the seven (7) year validity period of their certificate may renew a Professional Certificate.

The issuance of **NEW** Professional Certificates will be discontinued after December 31, 1988. Individuals holding a valid Professional Certificate on December 31, 1988, will be allowed to retain that certificate by meeting renewal requirements. If renewal requirements cannot be met, the teacher shall meet current requirements for the Standard Certificate and be recommended by a college or university, or furnish a valid out-of-state certificate.

School experience, for purposes of renewing a Professional Certificate, is experience as a teacher, supervisor, or administrator in a school, college, or university accredited by either a state board of education or state board of regents.

C. **License, Provisional Level I, Provisional Level II**

Licenses can be issued to individuals for the first time and can be reissued four (4) times during the five (5) year period immediately following completion of an approved teacher education program. However, a license cannot be reissued to an individual who has served two (2) years in the Entry-Year Assistance Program without receiving the Entry-Year Assistance Committee's recommendation for a Standard Certificate. Individuals not obtaining a Provisional or Standard Certificate prior to the five (5) year period immediately following completion of an approved teacher education program shall meet a college's current approved program and the Recency Requirement. General education requirements are considered to have been met. Application for reissuance of a license shall be submitted directly to the Teacher Education and Certification Section of the State Department of Education along with a three dollar ($3) processing fee.

Non-Vocational Provisional Level I Certificates are renewable one (1) time if nine (9) semester hours toward meeting requirements of an approved Standard Certificate have been completed during the one (1) year term of validity of the certificate.

Non-Vocational Provisional Level II Certificates are renewable one (1) time if nine (9) semester hours toward meeting requirements of a Standard Certificate have been completed during its first term of validity.

Applications for renewal of Provisional Level I and II Certificates will be submitted to the Director of Teacher Education at a recommending college or university. Approved applications for Non-Vocational Provisional Certificates will then be forwarded to the Teacher Education and Certification Section of the State Department of Education along with all supporting documents.

Vocational Provisional Level I Certificates may be reissued upon satisfactory completion of six (6) approved semester hours as documented by an official transcript and receipt of a request by the employing superintendent, a recommendation from the appropriate State Vocational-Technical Supervisor, and a statement from the institution of higher education with which the applicant has filed a plan of study.

Vocational Provisional Level II Certificates may be reissued if the certificate holder has completed fifteen (15) semester hours during the five (5) year term of validity as documented by an official transcript and a recommendation from the appropriate State Supervisor in the State Department of Vocational-Technical Education. If approved the State Supervisor will then send the application along with supporting documents to the Teacher Education and Certification Section of the State Department of Education.

D. **Supplemental Renewal Regulations**

Experience as a professional employee of a state education agency or professional educational organization is considered valid experience for the renewal of a Standard or Professional Certificate. Teachers who teach one-half day in an accredited school (nursery--higher education) each year for the validity period of their certificate may renew a Standard or Professional Certificate. Teaching experience with the Oklahoma Department of Corrections Educational System, the Oklahoma Department of Human Services as a Vocational Rehabilitation Counselor, with optional/special function schools in Oklahoma accredited by the North Central Association of Colleges and Schools, experience in the Head Start Program, full-time active military service, or experience as a member of the Oklahoma Legislature may be accepted in meeting requirements for renewal of a Standard or Professional Certificate. This experience is calculated at the same rate as it is for other teachers.

Any person who has retired from teaching and is receiving retirement compensation from the Teacher Retirement System may renew his/her last Standard or Professional Certificate for the purpose of substitute teaching.

A minimum of two-thirds of a school year (120 days) acquired in not more than two (2) contractual school years during the validity of the certificate in accredited schools may be considered as one year of school experience. Substitute teachers, unless under contract, may count experience acquired in not more than two (2) consecutive years during the validity of the certificate.

Student teaching, experience in non-accredited schools, experience while not holding a valid certificate, and experience while providing contracted services will not be accepted as school experience for purposes of renewing a Standard or Professional Certificate.

Applications for renewal of Standard or Professional Certificates or reissuance of licenses will not be accepted prior to January 1 of the year in which the certificate or license expires.

RECENCY REQUIREMENTS

All applicants for Oklahoma teacher certification shall have completed a minimum of three (3) years of school experience during the five (5) years immediately preceding the date of application for certification in a school accredited by a state board of education, state board of regents, or a regional accrediting association. Applicants who have fewer than three (3) years of teaching experience during the five (5) years immediately preceding the date of application for the certificate may substitute three (3) semester hours of course work in Professional Education and/or Specialization from an accredited college or university for each year of experience they are lacking. College or university credit shall be completed within the five (5) years immediately preceding the date of application for the certificate.

A minimum of two-thirds of a school year (120 days) acquired in not more than two (2) consecutive years may be considered as one (1) year of experience. Experience in non-accredited schools, experience while not holding a valid teaching certificate, and experience while providing contracted services is not accepted as experience for purposes of meeting the recency requirement.

INTERSTATE RECIPROCITY

Oklahoma has signed the Agreement on Qualification of Educational Personnel with a number of states (see Appendix G). A teacher who has successfully completed an approved teacher education program in one (1) of these states or is an experienced teacher, as spoken to in the contract, in one (1) of these states may be certified in Oklahoma.

As specified in Oklahoma's contract with the other member states, a teacher must complete or have completed a two (2) semester hour course in Education of the Exceptional Child in order to receive the Standard Certificate.

Passing the appropriate state teacher certification test is considered a non-academic requirement and must be completed prior to licensing or certification in Oklahoma. The recency requirement for applicants under the Interstate Contract is the same as for all other applicants.

The Agreement on Qualification of Educational Personnel only applies to classroom teaching certificates. It does not cover administrative certificates, vocational certificates, or teaching certificates requiring advanced degrees. The Teacher Education and Certification Section reserves the right, as specified in the Interstate Reciprocity Contract, to deny certification where advanced study is required in Oklahoma, but not in the sending state.

ADMINISTRATIVE REGULATIONS OF TEACHER CERTIFICATION

Evaluation of Foreign Credentials--The Teacher Education and Certification Section does not possess the expertise to evaluate college transcripts, diplomas, courses of study, or foreign licenses to teach that are earned in institutions of higher education other than universities in the United States. Foreign credentials must be either analyzed by a recognized translation service or an Oklahoma College/University before the Teacher Education and Certification Section will accept them.

Privacy and Access to Teacher Certification Records--Any person who properly identifies himself or herself and makes a written or oral request, will be informed of the certification status of any individual subject to certification. No other information will be given to a third party without the written consent of the person about whom the information is sought. College transcripts and other supporting documents will neither be duplicated by nor released from the Teacher Education and

Certification Section. An original out-of-state teaching certificate may be returned, upon written request, to the applicant.

Multiple Applications--When application is made at the same time for two (2) or more certificates of the same class, only a single three dollar ($3) fee will be charged. Applications may be made for multiple classes of certificates on one form. However, there is a three dollar ($3) fee for each class. When application is made at different times for two (2) or more certificates, a three dollar ($3) fee will be charged for each certificate requested.

Duplicate/Update Certificates--A certificate/license may be duplicated or updated by submitting a written request to the Teacher Education and Certification Section and paying the three dollar ($3) fee.

Change of Name--A legal change of last name on a certificate/license may be accomplished at any time upon written request to the Teacher Education and Certification Section and payment of the three dollar ($3) fee.

Refusal of Certification--No certificate/license will be issued to a person unless all requirements for the certificate/license in question are fully met. In addition, no certificate/license will be issued if the attempt to become certified is based on misrepresentation, forgery, or fraud.

Grounds for Cancellation of Certificates--Any certificate/license, minor teaching credential, or endorsement obtained by misrepresentation, forgery, fraud, or issued by error will be cancelled. Upon written request, the holder of any certificate, license, minor teaching credential, or endorsement obtained by misrepresentation, forgery, fraud, or error must surrender the certificate/license in question to the Teacher Education and Certification Section of the State Department of Education.

Felony as Grounds for Non-Certification--No person shall receive an Oklahoma certificate/license who has been convicted of a felony, any crime involving moral turpitude, or a felony violation of the narcotic laws of the United States or the State of Oklahoma, provided the conviction was entered within the ten (10) year period immediately preceding application for teacher certification.

Revocation of Teaching Certificate--Teaching certificates/licenses issued by authority of the Oklahoma State Board of Education may be revoked by the Board for willful violation of any rule or regulation of the Board or any Federal or State Law or other proper cause. A certificate/license will be revoked only after a sufficient hearing has been given to the teacher before the State Board of Education. No person whose certificate/license has been revoked in Oklahoma or any other state shall be issued an Oklahoma certificate/license unless the revoked certificate/licence has been fully reinstated by the revoking state and grounds for the revocation do not conflict with Oklahoma Law. A person who has either voluntarily surrendered a teaching certificate in another state, been denied certification/licensure in another state or has had a certificate suspended in another state is not eligible for Oklahoma Teacher Education and Certification until an investigation has resolved the issues surrounding the surrender, denial or suspension of certification.

Expired Standard or Professional Certificates--An applicant who holds an expired Standard or Professional Certificate is not eligible to receive a Provisional Certificate of the same type.

Extending Non-Vocational Provisional Certificates--A Non-Vocational Provisional Level I or II Certificate is renewable only one (1) time. A request for extension of validity of any expired or expiring Provisional Certificate will only be presented to the State Board of Education when extenuating circumstances seem to justify its consideration. An emergency request of this nature shall be submitted in writing by the employing superintendent to the Director of the Teacher Education and Certification Section. An employed dependent school principal who holds an expiring

Provisional Certificate may have the Provisional Certificate extended for one (1) school year provided a written request for such extension comes from the county superintendent and is approved by the State Board of Education. A superintendent who holds an expiring Provisional Certificate may have the Provisional Certificate extended for one (1) school year provided a written request for such extension comes from the president of the local board of education and is approved by the State Board of Education.

Degree Accepted for Certification Requirements--Only degrees conferred by colleges and universities recognized by the Oklahoma State Board of Education will be accepted by the Teacher Education and Certification Section as part of the requirements for teacher certification.

TEACHER CERTIFICATION TESTING PROGRAM

Oklahoma law requires individuals who graduated from accredited institutions of higher education and completed approved teacher education programs after January 31, 1982, to pass an appropriate teacher certification test (H.B. 1706). Oklahoma law further requires all certified teachers who add new certification credentials after October 1, 1986, to pass a test for the new credential (H.B. 1466). Individuals who graduated prior to February 1, 1982, but did not complete an approved teacher education program, are required to pass the appropriate teacher certification test before they can receive an Oklahoma license/certificate. See Appendix B for details about the Oklahoma Teacher Certification Testing Program.

College or university students are eligible to take the teacher certification tests after the completion of ninety (90) semester hours. There is no limit on the number of attempts an individual may take to pass the test. An applicant who has passed the teacher certification test must also meet all academic requirements for the license, certificate or endorsement sought. No other test(s) will supplant the Oklahoma Teacher Certification Testing Program test(s).

Registration bulletins and other test materials and information may be obtained from the director of teacher education at an Oklahoma institution of higher education or from Teacher Testing Section in the State Department of Education (see Appendix A for the address). Oklahoma colleges and universities are expected to advise their students about registration procedures, timelines, and the appropriate test(s) to be taken.

Teachers who have tested in order to add new endorsements or other credentials to a license or certificate, shall notify the Teacher Education and Certification Section in writing and pay the three ($3) processing fee to update the current license or certificate.

ENTRY-YEAR ASSISTANCE PROGRAM

House Bill 1706 requires the licensed teachers to participate in the Entry-Year Assistance Program during the initial year of teaching in an accredited school. See Appendix C for details about the Entry-Year Assistance Program.

After completion of the initial Entry-Year Program, the Entry-Year Assistance Committee shall recommend either certification or an additional year in the Entry-Year Assistance Program. If a teacher is recommended for an additional year in the program, an application shall be submitted to the Teacher Education and Certification Section for another license. The chairperson of the Entry-Year Committee will provide the application form to the teacher.

Upon completion of the second year in the Entry-Year Assistance Program, the Entry-Year Assistance Committee shall either recommend the teacher for certification or recommend that the teacher not be certified. At the time an Entry-Year teacher receives the recommendation of the Entry-Year Committee for certification, the teacher must submit an Application for Initial Oklahoma School Certification to the Teacher Education and Certification Section. This application form will be provided by the chairperson of the Entry-Year Committee.

APPENDIX A

Teacher Testing Section
State Department of Education
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105-4599
(405) 521-4122

Staff Development/Entry Year/Teacher Evaluation Section
State Department of Education
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105-4599
(405) 521-3607

Teacher Education and Certification Section
State Department of Education
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105-4599
(405) 521-3337

State Department of Vocational-Technical Education
1500 West Seventh Avenue
Stillwater, Oklahoma 74074
(405) 377-2000

APPENDIX B

OKLAHOMA TEACHER CERTIFICATION TESTING PROGRAM

History of the Testing Program

In 1980, the Oklahoma legislature passed, and the governor signed into law, House Bill 1706. One of the stipulations of the law was that curriculum examinations would be developed in every area of certification offered by the State Board of Education. The purpose of the examination would be to ensure the academic achievement of each licensed teacher in the area he or she would expect to teach.

Five years after the original educational reform act was passed, the 1985 Oklahoma legislature passed another reform bill, House Bill 1466. The Education Improvement Act of 1985 (H.B. 1466) amended HB 1706 to mandate that any person who applied for certification or endorsement after October 1, 1986, to teach in a subject area in which he/she was not certified to teach prior to October 1, 1986, would be required to pass the curriculum examination(s) for such subject area(s) prior to receiving the certificate or endorsement. Testing would not be required for renewal or reissuance of certification credentials which were originally issued prior to October 1, 1986.

Content Areas Covered by the Tests

Some certification areas are each covered by a single "general test." The remainder of the content areas are measured by a combination of an "umbrella test" and one or more "specific area tests." The umbrella test measures knowledge common to a number of related subjects. The specific area test measures knowledge of the content of a particular subject within a broad teaching field. A candidate for a license or certificate in one of the areas of Business Education, Industrial Arts, Language Arts, Mathematics, Music, Science, Social Studies, or Special Education must pass an umbrella test plus one or more specific area tests. In most other certification areas, only a general test is required.

Candidates for the Examinations

1. **Individuals Required to take the Examinations**

   The requirements of House Bill 1706 and House Bill 1466 regarding curriculum examinations apply to persons completing approved teacher preparation programs from accredited institutions of higher education after January 31, 1982, and to certified teachers who are adding new certification credentials.

2. **Eligibility**

   a. **In-State Applicants**

      Generally persons are eligible to take the curriculum test in their major or minor fields after completing 90 semester hours of college credit. However, the approval of the director of teacher education must accompany all registrations of graduates or perspective graduates of Oklahoma institutions. Individuals working toward certification requiring graduate degrees should take the test(s) near the end of the degree program. Persons who have taken the test(s) and have not passed are eligible to

retest at any subsequent administration. No limit is placed on the number of times a person may test.

b. **Out-of-State Applicants**

Persons who graduate from institutions of higher education outside the state and apply for Oklahoma Teacher licenses/certificates are subject to the same requirements in terms of the curriculum examination as persons who graduate from Oklahoma institutions, except that they do not need to secure the signature of the director of teacher education; they need, instead, to submit a transcript with their registration form.

3. **Type of Test Required**

a. **Applicant for a License or New Type of Certificate**

A person applying for a license or a new type of certification must pass a general test or a combination of an umbrella test over the broad content area and specific area tests in the areas for which approval credentials are sought.

b. **Major Approval Credentials and Certificate Endorsements**

For a person desiring certification credentials other than minor approval credentials or conversion endorsements in the fields of Business Education, Industrial Arts, Mathematics, Music, Science, Social Studies, Special Education, or Language Arts, required tests include the umbrella test and the specific area test in each subject in which an approval credential is sought. However, a person meeting the alternate program for specialization leading to a Standard Science Certificate by completing a college major in a specific subject area within the field of science and having completed forty (40) semester hours in the field of science, shall be required to pass only the specific area test for the particular subject. An applicant desiring to add an approval credential in the field in which he/she already holds a license/certificate must pass only the specific area test covering the content of the approval area.

c. **Minor Approval Credentials and Conversion Endorsements**

A person seeking a minor approval credential or a conversion endorsement is generally required to pass only the specific area test for the particular subject. For example, a person with a license/certificate in Mathematics may have enough credit hours to qualify for a minor assignment or a conversion endorsement in Physics. In such a case, the individual must pass only the Physics test and would not be required to take the umbrella Science test.

d. **Special Endorsements**

A person seeking any special endorsement other than music or middle/junior high school is required to pass only the general test for the subject area. An individual seeking a special endorsement in Music--Instrumental/General is required to pass the instrumental music test only; an individual seeking a special endorsement in Music--Vocal/General is required to pass only the vocal music test. An individual holding an elementary-secondary or secondary certificate seeking a middle/junior high school special endorsement is only required to pass the general or umbrella test appropriate to the content field.

e. **Exceptions**

In cases in which an individual applies for a certification credential for which no specific area test has been developed, the application will be approved on the basis of credit hours and the results of the umbrella test.

Other Requirements to be Met

Oklahoma teacher candidates must meet the approved program of the institution which they are attending and must obtain the recommendation of the Director of Teacher Education at the institution from which they have graduated or will graduate. Out-of-state applicants for Oklahoma certification must furnish up-to-date, valid transcripts, as well as out-of-state teacher certificates and must meet state minimum requirements as set forth in the *Teacher Education and Certification Handbook*.

Passing a teacher certification test in no way precludes meeting an approved teacher education program or taking required course work. Teacher certification tests are intended as one in a series of steps in the preparation process, not as a substitute for course work or field experiences.

Passed PSB 9/13/85
Passed SBE 10/24/85

REGULATIONS FOR IMPLEMENTATION OF SECTION 24 OF HOUSE BILL 1466

Title 70, Oklahoma Statutes 1981, § 6-162 (H.B. 1706) provides that any person completing an approved teacher education program after January 31, 1982, is required to pass an appropriate teacher certification test as a part of certification requirements. It further provides that any person who completed an approved teacher education program prior to February 1, 1982, is exempt from teacher certification testing. The Education Improvement Act of 1985 (H.B. 1466) amends 70 O.S. 1981, § 6-162, to mandate that any person who applies for certification or endorsement after October 1, 1986, to teach in a subject area in which he/she was not certified to teach prior to October 1, 1986, will be required to pass the curriculum examination(s) for such subject area(s) prior to receiving the certificate or endorsement.

The following regulations are written to detail explicitly the teacher certification testing requirements based on Section 24 of House Bill 1466:

1. Testing is not required for renewal or reissuance of certification credentials which were originally issued prior to October 1, 1986.

2. Testing is required of all persons adding new certification credentials after October 1, 1986.

3. Applicants must have met all requirements and have all application materials completed and submitted to the Teacher Certification Section of the State Department of Education on or before October 1, 1986, in order to be exempt from the testing mandate of House Bill 1466.

4. Persons eligible to teach in a middle/junior high school (7th and 8th grades) subject area prior to October 1, 1986, are not required to test to retain their eligibility. Eligibility is determined by the regulations contained in the *Administrators' Handbook for Elementary, Middle, Junior High AND High Schools*.

DEFINITION

The term "certification credentials" includes endorsements, major teaching areas, and minor approval credentials, as well as licenses, standard, provisional, temporary, and emergency certificates.

APPENDIX C

July 1983
Amended April 1987

ENTRY-YEAR ASSISTANCE PROGRAM REGULATIONS

The Entry-Year Assistance Program shall be developed in consultation with the teacher education institutions and the local boards of education. The program shall include:

1. Guidelines for entry-year teacher positions and appointment of teacher consultants.
2. Guidelines for appointment and functions of entry-year assistance committees.
3. Appropriate inservice program for the entry-year teacher.

I. **Definition of Entry-Year Teacher**

"Entry-year teacher" means any licensed teacher who is employed in an accredited school to serve as a teacher under the guidance and assistance of a teacher consultant and an entry-year assistance committee.

II. **Definition of Entry-Year Assistance Committee**

"Entry-year assistance committee" means a committee in a local school district for the purpose of reviewing the teaching performance of an entry-year teacher and making recommendations to the State Board of Education and the preparing institution of higher education regarding certification of the entry-year teacher.

III. **Members of Entry-Year Assistance Committee**

A. Teacher consultant--classroom teacher

B. Principal, assistant principal or administrator designated by the local board

C. Teacher educator in a college or school of education of an institution of higher learning, or an educator in a department or school outside the institution's college of education

D. A chairperson shall be chosen by each committee.

IV. **Qualifications of Members of Entry-Year Assistance Committee**

A. The teacher consultant must meet all qualifications under Rules and Regulations for Teacher Consultant according to Regulation 3 and Regulation 6. (p. 15)

B. Higher education faculty members who serve on entry-year assistance committees must have an active involvement in the institution's undergraduate or graduate programs and be acceptable to the local board of education.

If possible, the educator shall have expertise and experience in the teaching field of the entry-year teacher.

C. The administrator must serve in an administrative capacity in the school district.

D. In all cases, at least one member of the entry-year assistance committee shall have expertise and experience in the teaching field of the entry-year teacher.

V. **Selection Process of Entry-Year Assistance Committee**

A. The teacher consultant shall be selected according to Regulation 2, Regulation 4, and Regulation 6 of the Rules and Regulations for Teacher Consultant. (pp. 15-16)

B. The administrator shall be designated by the local school board to serve on the committee within at least 10 teaching days after the entry-year teacher enters the classroom.

C. The educator from higher education shall be identified on a mutual action basis by the superintendent and the teacher education institution coordinator.

1. All local school district requests for an educator will be channeled through one central office on the teacher education institution campus designated by the president of said teacher education institution.

2. To facilitate the selection of a higher education person, the superintendent will contact the designated teacher education institution coordinator of the teacher education institution that recommended the entry-year teacher for an Oklahoma teaching license and inform the coordinator of the entry-year teacher's license type. At that point, the teacher education institution coordinator will assume responsibility for identifying an appropriate educator to recommend to the superintendent for the entry-year assistance committee.

Each teacher education institution is expected to assume responsibility for its own graduates; however, in making assignments, consideration should be given to the entry-year teacher's geographic location and the distance to the recommending institution. It is expected that the teacher education institution coordinator will inform the requesting superintendent of the name of a qualified higher education person within 10 working days after the request has been made.

For out-of-state entry-year teachers, the superintendent will contact the designated teacher education institution coordinator of the nearest teacher education institution and inform the coordinator of the entry-year teacher's license type. The institution coordinator will assume responsibility for recommending an educator with the appropriate expertise and experience. It is expected that the teacher education institution coordinator will inform the requesting superintendent of the name of a qualified higher education person within 10 working days after the request has been made.

VI. **Role and Function of Entry-Year Assistance Committee**

A. The entry-year assistance committee will work with the entry-year teacher to assist in all matters concerning classroom management and inservice training for the teacher.

B. The entry-year assistance committee shall serve for one school year as intended in 70 O.S. 1981 § 6-155 (O.S. Law Sec. 141). An entry-year program will not be complete unless the entry-year teacher has been employed for at least 120 days by the conclusion of the school year. If an entry-year teacher is employed for less than 120 days during the school year, it will be necessary for an entry-year assistance committee to continue with the entry-year teacher during the next school year until a total of 180 days has been completed.

C. The entry-year assistance committee shall make a certification recommendation according to criteria established by the State Board of Education.

VII. **Evaluation Process**

A. A standard observation instrument approved by the Professional Standards Board and adopted by the State Board of Education will be used by each entry-year assistance committee to evaluate an entry-year teacher for certification purposes only.

B. Each entry-year assistance committee will use meaningful parental input as one criterion in evaluating the entry-year teacher's performance.

C. Each entry-year assistance committee will meet with the entry-year teacher a minimum of 3 times per year for evaluation review and recommendations.

D. Each member of the committee will observe the entry-year teacher a minimum of 3 times per year.

E. The committee process shall follow the sequence set forth:

1. Formal Committee Meeting I with the entry-year teacher to become acquainted with each other, elect a chairperson, establish a communication system, establish a schedule for committee member's activities, and review the evaluation form.

2. Observation I is an independent visitation.

3. Observation II is an independent visitation.

4. Formal Committee Meeting II with the entry-year teacher to review progress and formulate recommendations concerning the teaching performance of the entry-year teacher.

5. Observation III is an independent visitation.

6. Formal Committee Meeting III with the entry-year teacher to make a recommendation concerning certification. (Refer to Regulation VIII C)

VIII. **Certification Recommendation**

A. The entry-year assistance committee's recommendation shall be one of the following options:

1. Recommendation for Certification

In the event the committee recommendation to the State Board of Education and the preparing institution of higher education is for certification at the end of the first or second year, the entry-year assistance committee shall also recommend a staff development program for the entry-year teacher in any area identified by the committee.

2. Recommendation for Second Year in the Entry-Year Assistance Program

a. Upon recommendation from the entry-year assistance committee for an additional year in the Entry-Year Assistance Program, such entry-year assistance committee shall, upon the request of the entry-year teacher, supply a list of the reasons for such recommendation. Said list of reasons shall remain confidential, except as otherwise provided by the entry-year teacher.

b. In the event an entry-year teacher is required to serve an additional year in the Entry-Year Assistance Program, such entry-year teacher shall not be required to be under the supervision of the same entry-year assistance committee, or any member of the committee who supervised the entry-year teacher during the initial year in the program.

3. Recommendation for Noncertification at the Conclusion of the Second Entry-Year

Upon recommendation from the entry-year assistance committee for noncertification at the end of the second year, such entry-year assistance committee shall, upon the request of the entry-year teacher, supply a list of the reasons for such recommendation. Said list shall remain confidential, except as otherwise provided by the entry-year teacher.

B. The recommendation of the committee members will be determined by a majority vote.

C. The recommendation of the committee will be made to the State Board of Education and the preparing institution of higher education between April 10 and the end of the school term. If the entry-year teacher is a graduate of an out-of-state institution of higher education, the recommendation of the entry-year assistance committee shall be made to

the State Board of Education and the institution of higher education which serves on the committee.

If an entry-year teacher has been employed for less than 120 days during the school year, it will be necessary for the entry-year teacher to continue as an entry-year teacher during the next school year until a total of 180 days has been completed. This recommendation for certification or an additional entry-year will be made between the 150th and 180th day of employment.

D. The State Board of Education will make an annual report to each teacher education institution in Oklahoma on the certification status of each of its graduates who was employed as an entry-year teacher: (1) recommendation for certification; (2) recommendation for a second year in the Entry-Year Assistance Program; (3) recommendation for noncertification at the conclusion of the second entry-year.

Variations to the Entry-Year Assistance Program Regulations

If any of the situations identified below or any other variation occurs, contact the Entry-Year Assistance Program to be informed of proper procedures.

Exceptions may include:

1. Licensed teachers employed after April 1.
2. Entry-year teachers who have been employed for less than 120 days during the school year.
3. Replacement of entry-year assistance committee members.
4. Resignation of entry-year teacher before entry-year process is completed.

June 1983

REPLACEMENT OF ENTRY-YEAR ASSISTANCE COMMITTEE MEMBERS

If it is necessary to replace an entry-year assistance committee member, the Entry-Year Assistance Program, State Department of Education, should be contacted and provided an official letter regarding the change. It is recommended that the entry-year assistance committee chairperson and/or school district official discuss the situation with the Entry-Year Assistance Program to assure all regulations are being fulfilled.

The resigning committee member should give the observation instrument(s), if any, to the chairperson or another member of the committee to keep until the assignment of a new committee member. The replacement committee member should receive the observation instrument(s) completed by original committee member. The replacement committee member should also review the observation instrument(s) completed by the remaining original committee members.

Replacement committee members are expected to enter the entry-year assistance committee process at the point of departure of the original committee member and assume full responsibility as a committee member. If the original committee member has not made any observations of the entry-year teacher, the minimum requirement of 3 independent observations is required of the replacement committee member. If prior observation(s) have been made by the original committee member, the replacement committee member is required to make at least 2 independent observations of the entry-year teacher and complete 2 observation instruments before Committee Meeting III.

Contact the Entry-Year Assistance Program at (405) 521-3607 if there is a need for additional observation instruments.

APPENDIX D

July 1982
Amended November 1986

RULES AND REGULATIONS FOR TEACHER CONSULTANT

"Teacher Consultant" means any teacher holding a standard certificate who is employed in a school district to serve as a teacher and who has been appointed to provide guidance and assistance to an entry-year teacher employed by the school district. A teacher consultant shall be a classroom teacher and have a minimum of 2 years of classroom teaching experience as a certified teacher.

A teacher consultant shall be selected by the principal from a list submitted by the bargaining unit where one exists. In the absence of a bargaining agent, the teachers shall elect the names to be submitted. No teacher may serve as a teacher consultant for more than one entry-year teacher at a time.

It is the intent of the regulations that teacher consultants be selected who possess the requisite knowledge and skills for assisting the beginning teacher. Therefore, those persons responsible for submitting names for teacher consultants should use their best judgment in identifying teachers who possess leadership qualities that can provide the best assistance for a beginning teacher.

Regulation 1. Beginning school year 1980-81, every beginning teacher (zero years experience as a classroom teacher) employed shall serve under the guidance and assistance of a teacher consultant for a minimum of one school year. However, no beginning teacher shall serve under the guidance and assistance of a teacher consultant for less than 120 days.

Regulation 2. Upon employment of a beginning teacher, the superintendent or chief administrative officer shall notify the bargaining unit, where one exists, of the areas of certification and the teaching assignment of the beginning teacher. The bargaining unit shall submit to the principal a minimum of three names for prospective teacher consultants from the building or district in which the beginning teacher is assigned.

In the absence of a bargaining unit, the principal shall notify the classroom teachers from the building in which the beginning teacher is assigned, and these classroom teachers shall elect a minimum of three names from the building or district to submit to the principal for prospective teacher consultants.

Regulation 3. A teacher consultant shall be a classroom teacher and have a minimum of two years of classroom teaching experience as a certified teacher. The teacher consultant must hold at least a standard certificate. Whenever possible, the minimum three names to be submitted shall have had experience in the teaching field of the beginning teacher.

Regulation 4. Within at least 10 teaching days after the beginning teacher enters the classroom, the teacher consultant shall be selected.

Regulation 5. It is the responsibility of the school district to ensure that a mechanism be provided whereby the teacher consultant will provide guidance and assistance to the beginning teacher a minimum of 72 hours per year in classroom observation and consultation.

Regulation 6. Submission and selection of teacher consultants shall be in the following rank order:

1. Holds at least a standard certificate in the same area of the beginning teacher and is currently teaching in the same area as the beginning teacher.
2. Holds at least a standard certificate in the same area as the beginning teacher and has had teaching experience in the same field as the beginning teacher.
3. Holds at least a standard certificate and is teaching in the same area as the beginning teacher.

4. Holds at least a standard certificate and has had teaching experience in the same field as the beginning teacher.

5. Holds at least a standard certificate and has approval credentials in the same area as the beginning teacher.

6. Holds at least a standard certificate.

7. Emergency situations will require State Board of Education action.

APPENDIX E

Passed PSB 1/5/82
Passed SBE 2/25/82

GUIDELINES AND STANDARDS FOR TEACHER EDUCATION FACULTY DEVELOPMENT PROGRAMS

It is the intent of the legislature (as stated in Section 6 of H.B. 1706) that a procedure be established ". . . whereby all college of education instructors continue their education during their tenure at a state university to ensure that the future teachers of this state are taught by professional educators fully trained in their area of expertise."

STANDARD I

For initial implementation of the Teacher Education Faculty Development program, each institution of higher education with an approved teacher education program shall submit an outline of their faculty development plan by July 1, 1982 to the Teacher Education and Certification Section of the State Department of Education. By July 1 of each subsequent year, institutions shall submit an annual report which addresses any additions or revisions to their faculty development plan.

STANDARD 2

All teacher education institutions seeking approval of their certificate programs through the five-year review process should include the faculty development plan for individual faculty in their self-study beginning with the academic year 1982-83.

STANDARD 3

Each institution of higher education with approved teacher education programs shall have a Teacher Education Faculty Development Committee that shall include at least one public school classroom teacher. The institution shall otherwise determine the membership and selection process for the Teacher Education Faculty Development Committee. The Dean and/or Director of teacher Education, or his/her designee shall serve as chairman of the Teacher Education Faculty Development Committee.

STANDARD 4

The Teacher Education Faculty Development Committee shall be responsible for writing guidelines for implementing the faculty development program. These guidelines shall include, but not be limited to: (1) functions and responsibilities of the Teacher Education Faculty Development Committee, (2) alternative means of education which are acceptable for meeting faculty development requirements, (3) process for reviewing individual faculty development plans on an annual basis.

STANDARD 5

The teacher education faculty development program shall apply to individuals in the following categories who are involved in teacher education at institutions of higher education which offer state approved certificate programs: (1) faculty and administrators in departments, schools, and colleges of education, (2) faculty outside of the department, school or college of education who teach subject matter methods courses, (3) faculty who supervise student teachers and/or practicum students, and (4) faculty who serve on Entry-Year Assistance Committees.

STANDARD 6

Faculty development guidelines shall provide alternative means of education including, but not limited to: (1) inservice programs, (2) higher education courses, and (3) exchange programs with public school classroom teachers, administrators, and other school personnel. Duties that are a part of the regular faculty assignment will not be included in the faculty development program.

STANDARD 7

All teacher education faculty included in Standard 5, including the Dean of the college of education are required once every five (5) years to serve in a state accredited public school the equivalent of at least one-half day per week of one semester in responsibilities related to their respective teaching fields.

APPENDIX F

Passed PSB 1/11/85

REVIEW CYCLE FOR
REVISING CERTIFICATION STANDARDS

Beginning in 1988, the Professional Standards Board will implement a four (4) year cycle for reviewing standards for teaching certificates. The Professional Standards Board will review different kinds of certificates each year of the four (4) year cycle. Special situations may arise which will require that a specific kind of certificate be reviewed outside of the regular review schedule. The proposed review schedule is as follows:

1988 Early Childhood
Elementary
Elementary-Secondary

1989 Secondary

1990 School Service Personnel
Specialized Services Programs

1991 Vocational-Technical Programs
Endorsements

APPENDIX G

STATES HOLDING RECIPROCITY CONTRACTS WITH OKLAHOMA

Alabama

California

Kansas

Kentucky

Maryland

New Hampshire

North Carolina

South Dakota

Utah

West Virginia

Overseas Dependent Schools

APPENDIX H

Approved by P.S.B. 12-12-86
Approved by S.B.E. 2-26-87

ALTERNATIVE CERTIFICATION PLAN

Preface

The Alternative Certification Plan is directed to individuals who possess at least a baccalaureate degree with a major or with a minimum of twenty-four (24) semester hours of course work as defined in an approved teacher education program. The plan provides alternative procedures for these individuals to obtain teaching certificates in fields in which a critical shortage of fully certified teachers exists. The fields in which the Alternative Certification Plan may be implemented are those identified by the State Department of Education in its most recent supply and demand analysis as fields in which critical teacher shortages exist.

Individuals who seek certification under the Alternative Certification Plan shall meet all standards for admission to teacher education as stated in the *Teacher Education and Certification Handbook* and shall be formally admitted to a teacher education program at an Oklahoma institution of higher education that has an approved teacher education program. In order to participate in the plan an individual must have been offered a teaching position in an accredited elementary, middle, junior high or high school in Oklahoma. The plan is not designed to be a short cut around the regular process of teacher certification for individuals in undergraduate programs. Therefore, minimum semester hour requirements for General Education, Area of Specialization and Professional Education shall be consistent with the regular certification requirements for the Standard Certificate. Thus, the plan is only available to individuals who have already completed baccalaureate degrees and passed the appropriate Oklahoma Teacher Certification Test(s).

An applicant may enter or exit the Alternative Certification Plan at any point depending upon the number of completed hours in Professional Education and Specialization. Consequently, the time required to complete the requirements for the Standard Certificate will vary. The plan does not require early laboratory experience in the amount of forty-five clock hours as is required in the regular certification program.

Prerequisites

Prior to beginning work on the Alternative Certification Plan, an individual must meet the following conditions:

1. Hold a baccalaureate degree in an academic field with a major or with a minimum of twenty-four (24) semester hours of course work as defined in an approved teacher education program. The academic field must be one which has been declared by the State Board of Education in its most recent supply and demand analysis to be an area in which a critical shortage of fully certified teachers exists.

2. Fulfill formal admission requirements to a teacher education program in an Oklahoma institution of higher education.

3. Have on file with the director of teacher education at that Oklahoma institution of higher education a plan for meeting standard certification requirements.

4. Pass the Teacher Certification Test(s) in the teaching field for which certification is sought.

5. Receive and document an offer of a teaching position in an accredited Oklahoma school.

Sequence I

First Year--Emergency Certificate (one-year validity)--This is a special case and shall be requested of the State Board of Education by an employing school district. The applicant shall have met all the prerequisites listed above including the requirement to file a plan for achieving standard certification. The plan should specify the steps to be taken to meet requirements in Specialization and Professional Education.

The professional sequence shall include courses and activities that enhance knowledge of the processes of human growth, development, and learning as well as the practical application of this knowledge to the instructional process. It shall also include courses and activities that promote an understanding of the foundations underlying the development and organization of education in the United States. In pursuing this option an individual shall:

1. Enroll during the first year of employment in a minimum of four (4) semester hours of inservice supervised teaching experience (Alternative Student Teaching Plan) with an approved teacher education institution.

2. Complete nine (9) semester hours of course work in Professional Education in addition to the minimum of four (4) hours of inservice supervised teaching experience. Course work to meet this requirement may include: education of exceptional children, human development and learning, instructional methods, and educational foundations.

3. Participate in the Entry-Year Assistance Program.

Sequence II

Second Year--Emergency Certificate (one-year validity)--The Emergency Certificate may be reissued upon completion of all requirements in Sequence I. Nine (9) semester hours of course work shall be completed in Sequence II. This course work shall be designed to meet the requirements for the Standard Certificate. The professional education course work in Sequence II may include measurement, methods, materials, and media appropriate to teaching as well as purposes, administrative organization, and operation of the total educational program of the school or additional work from Sequence I. Opportunities to gain the ability to teach and work effectively with pupils, teachers, administrators, and parents should be provided.

Sequence III

Provisional Level I Certificate--(one-year validity)--This certificate is renewable one time upon completion of nine (9) semester hours toward Standard Certificate requirements. Course work may be taken as needed in either Specialization or Professional Education until all requirements are met for the Standard Certificate.

Sequence IV

Provisional Level II--(two-year validity)--This certificate is renewable one time upon completion of nine (9) semester hours toward Standard Certificate requirements. Course work may be taken as needed in either Specialization or Professional Education until all requirements are met for the Standard Certificate.